

**July 16, 2013**

**Budget Workshop  
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 July 16, 2013

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## Call to Order

## Consent Agenda

### Minutes

- Regular Meeting 7/2/13 Pages 1-5

### City Attorney

- Soccer Field Deed- Update
- Comprehensive Plan Amendment- Update
- Interlocal Agreement- Update
- Parking Ordinance- Request to Advertise Pages 6-7

### Old Business

- Lighthouse- Update
- Chipola Pump Station Motor Replacement- Update
- Commission Chambers Upgrades-Update
- Tree Removal- Gulf Pines Hospital- Update
- Regions Bank Loan- Update
- League of Cities Annual Conference- Update
- Sandwich Signs on Highway 98
- Hwy 98 & Hwy 71 Redlight Signal- Comm. McCroan

### New Business

- Computer Contract Pages 8-10
- Ad Valorem Taxes – Proposed Millage Rate Page 11
- Water Supply at Frank Pate Park- Comm. Thursday
- 10<sup>th</sup> Street Ballfields- Comm. Thursday
- Workers Compensation- City Policy

### Public Works

- Highland View Water Line- Request to include in Phase II Water Line Replacement

### Surface Water Plant

- Update

### Waste Water Plant

- Update

### City Engineer

- Traffic Study- Update

- **Water Distribution Phase II- Update**
- **Water Study- Update**

**Code Enforcement**

- **Update**

**Page 12**

**Police Department**

- **Update**

**PSJRA**

- **Lighthouse Foundation Construction Grant Management- Discussion**
- **Deck Construction- Update**
- **New Banners- Update**

**Page 13**

**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, July 2, 2013, AT 6:00 P.M.

The following were present: Mayor Magidson, Commissioners Buzzett, McCroan, Patterson and Thursbay. 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 June 18, 2013; Joint City / County Workshop of June 18, 2013 and Workshop Meeting of June 27, 2013. All in Favor; Motion carried 5-0.

### CITY ATTORNEY – Tom Gibson

#### *Soccer Field Deed Update*

Mr. Gibson reported that the deed and our proposal has been sent to Gulf County Superintendent of Schools Jim Norton for action by the school board.

#### *Port Authority Planning Grant*

The City has applied for a \$25,000 Planning Grant from the Department of Economic Opportunity for an Economic Development Element of the City's Comprehensive Plan. This should help us with future grants as additional points are added to applications for having this element. A meeting of all stakeholder will be held shortly.

#### *Marina Pennington Contract*

A Motion was made by Commissioner Patterson, second by Commissioner McCroan, to renew the contract with Mrs. Pennington. There will be a cap of \$20,000 for City expenses and Mr. Gibson will prepare the Letter of Understanding and the new contract. All in Favor; Motion carried 5-0.

#### *Port Master Plan*

Attorney Gibson noted that the Coastal Management portion of the Comprehensive Plan will need to be amended. The request will be presented to the PDRB at their August 13, 2013, Meeting and request approval by the City Commission at their August 20, 2013, Meeting. Upon approval by the City, the document will be transmitted to the Florida Department of Economic Opportunity.

## CITY MANAGER'S REPORT

### Old Business

#### *Lighthouse Update*

Clay Smallwood, III, of Preble Rish (PRI) shared that soil borings have been completed, PRI is formulating the dates of advertisement and he anticipates that there will be a request to bid at the next City Commission Meeting.

#### *Centennial Celebration Update*

Mayor Magidson noted that the 100<sup>th</sup> Birthday Party for the City of Port St. Joe went well. Those attending enjoyed hearing the essay winners read their essays. Birthday cake, cupcakes, and sky lantern releases were enjoyed by those attending. A time capsule, to be opened in 50 years, was filled with memorabilia and buried near the paper mill whistle. A 100 year time capsule from the Gulf County Public Library was also buried with

the City's time capsule. The Mayor reminded everyone of the 4<sup>th</sup> of July Fireworks scheduled for Thursday and the opportunity to view the Port St. Joe Historical Time Line on display in the Wet Room adjacent Sister's Restaurant.

#### *Chipola Pump Station Motor Replacement Update*

Mr. Anderson shared that Benny Sherrill has been working on site and it is anticipated that testing will begin Monday.

#### *Commission Chamber Upgrades*

Mr. Anderson noted that the upgrades are progressing. The new doors have not arrived and we are waiting on a bracket for the power point. These two items complete the upgrades.

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

The five trees have been removed from Frank Pate Park and provided more parking space for vehicles and boat trailers. The two trees at Gulf Pines Hospital still have to be removed.

#### *County Interlocal Agreement and Welcome Center Request*

Attorney Gibson noted that he and Gulf County Attorney Jeremy Novak have been working on the agreement. The Port St. Joe Redevelopment Agency has relocated to 406 Marina Drive.

#### *CDBG Grant*

Permission has been received from the Department of Economic Opportunity to bid the project. We are still waiting to hear from USDA concerning the sidewalks.

### **New Business**

#### *Broadband Contract Request*

Jim Brook, Executive Director of Opportunity Florida, made a presentation to the Commission about the License Agreement for Wireless Communication Equipment Facilities to establish a fixed wireless broadband middle mile network to serve its 15 county service area. The City's contribution would be through "in-kind" contributions of tower space on the Shark Tank and Highland View Tower for the installation of communication facilities for a 5 year term without charge, subject to renewal. After much discussion, a Motion was made by Commissioner Buzzett, second by Commissioner Thursbay, to grant the lease. The final page of the lease needs to be corrected to reflect official signatures for the City of Port St. Joe. All in Favor; Motion carried 5-0.

#### *Regions Bank Loan*

The Finance Committee has been meeting and requested options for refinancing from Regions Banks. A determination will be made as to whether to refinance with Regions or go out to bid.

#### *League of Cities Annual Conference*

A Motion was made by Commissioner Buzzett, second by Commissioner Patterson, for one Commissioner and one Staff member to attend the Florida League of Cities 87<sup>th</sup> Annual Conference August 15 – 17, 2013 in Orlando. Commissioner Thursbay volunteered to attend and a Staff member will be selected. All in Favor; Motion carried 5-0.

#### *Water Rescue Training*

Commissioner Thursbay requested this be placed on the Agenda. He was concerned that the City should have water rescue equipment available at all times because of our location on the coast. Chief Barnes shared that he, Gulf County Sheriff Mike Harrison, and other agencies have already been working on a proposed grant to be submitted to the Department of Home Land Security to purchase rescue equipment and provide training for the various agencies.

### *Buck Griffin Lake and George Core Park*

Commissioner Patterson had asked that these items be placed on the Agenda. He has received questions concerning the lack of fish in Buck Griffin Lake. It was noted that the lake has been stocked several times by the Florida Wildlife Commission (FWC), and people are catching fish. An inquiry will be made to FWC about the possibility of restocking the lake.

The fountain near George Core Park is not operational and Commissioner Patterson asked what could be done to repair it. Attorney Gibson noted that it is owned by the home owners association of the Marina Cove Subdivision and suggested that Patrick Farrell be contacted.

Commissioner McCroan noted that Ronnie Butler of Ronnie B's has voiced his concerns about the closing of Harborview Drive during the scallop festival. Closing of the road prohibits deliveries to his restaurant and creates parking issues for his employees. Mr. Anderson will work with Mr. Butler and Paula Pickett of the Gulf County Chamber of Commerce to resolve this issue.

### *Certificate of Interment*

Commissioner Patterson had received a complaint about the \$50 charge for a Certificate of Interment when the cemetery plot already has family members there. After discussion, it was noted that the fee covers City staff verifying the location, following up after the service and prevents errors during a very sensitive time. A Motion was made by Commissioner Patterson, second by Commissioner Thursbay, to decrease the charge to \$25 if a family member had already been interred in the plot. It was pointed out that the \$50 fee was set by Ordinance 445 and a new ordinance would be required to change the fee. The Motion by Commissioner Patterson and second by Commissioner Thursbay were withdrawn.

### *2013 / 2014 Budget*

Mr. Anderson noted that the DR 420 must be submitted by the end of the month to Gulf County Property Appraiser Mitch Burke. The current millage rate is 3.5914 and the taxable value is up approximately \$3,000,000 which will generate approximately \$10,000 more in revenue. The property values in the Port St. Joe Redevelopment Agency original CRA boundaries are down approximately \$1,000,000 producing a revenue loss of approximately \$3,000.

Commissioner Buzzett requested a 5 minute recess at 7:15 P.M.

The Meeting resumed at 7:20 P.M.

### **Public Works – John Grantland**

#### *Marvin Avenue Water Line Replacement Update*

Mr. Grantland shared that all driveways on Marvin Avenue have been poured.

#### *First Street Lift Station Update*

Mr. Grantland reported that all equipment has been installed and the lift station is functioning fine. The project has been completed.

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

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

### **Wastewater Plant – Kevin Pettis**

The #1 Grit King is still out of service and the #2 Grit King is running. Hydro is committed to correcting the problem and will be here next week to work on modifying the nozzles.

Commissioner Buzzett noted that potable water is being used with the Grit Kings and asked about the possibility of replacing it with grey water.

Employees are still having to keep a close watch on the Valve Vaults and recommend that these be professionally sealed.

### **City Engineer – Clay Smallwood**

David Kozan of CDM-Smith updated the Commission on the water study. The test data is complicated, it will be more extensive than originally thought and the pilot testing will cover all of these issues. CDM-Smith will analyze all the data. Multiple sources of iron and manganese have been noted. Coupons will be harvested when the data is completed and they are looking at multiple ways to harvest the coupons. CDM-Smith anticipates having a report to the City soon.

#### *Traffic Study*

Mr. Smallwood noted that PRI is still collecting data for the submission and anticipate having it completed by the end of the month.

#### *Water Distribution Phase II*

The advertisement is out, a mandatory pre-bid conference is scheduled for July 18, 2013, at Preble-Rish, bids will be received until 3:00 P.M. ET on August 8, 2013, and a recommendation should be made at the August 20, 2013, Commission meeting.

### **Code Enforcement**

Mr. Burkett's report was reviewed, no action was required by the Commission.

Commissioner Patterson asked that the Commissioners be provided with a list of addresses for the open accounts that Mr. Burkett is working on.

### **Police Department – Chief Barnes**

Chief Barnes extended an invitation to the Commissioners to ride with the Police Department officers so they would have a better understanding of what the department does.

The Chief noted that for the fireworks, Marina Drive would be closed past the Dockside entrance and no foot traffic would be allowed on the right side of the road from there to the bay because of the safety perimeter. No vehicles will be allowed at Jetty Park. The Frank Pate Boat Ramp will not need to be closed since the fireworks will be launched from St. Joe Company property.

Chief Barnes advised the Commission that he continues to receive requests to change the traffic pattern flow on Second and Fourth Streets.

Commissioner Patterson asked again about the First Street, Marina Drive and Highway 98 Intersection. He would like to see the middle lane of First Street be a left turn lane and make the right hand lane a forward or right turn lane. Chief Barnes reminded the Commissioners that the Florida Department of Transportation was not receptive to making any changes in the lane configuration.

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

Ms. Alsobrook noted that her office has been relocated to 406 Marina Drive.

She also proposed, for discussion, that the City assume management of the Lighthouse Foundation Construction Grant. The PSJRA will provide to the City the \$30,000 match to the \$30,000 Coastal Partnership Initiative grant and up to an additional \$20,000 for costs over and above the \$60,000 total.

Mr. Anderson asked if there were any administrative funds that have been received for the grant. She responded, "Yes, that is in the final contract and I will provide you a copy of that."

The PSJRA has authorized the solicitation of funds for new playground equipment for the Washington site. Renderings and pricing of the project were provided.

Mr. Anderson asked if installation costs were included in the price and Ms. Alsobrook responded, "Yes."

Ms. Alsobrook asked about the minimum height restrictions for light poles on Langston Drive. The PSJRA plans to purchase the light fixtures to eliminate a monthly cost to the City. Consensus was that a 16' height was acceptable.

The deck at Rish Parking Lot is under construction and Ms. Alsobrook anticipates it will be completed in about 10 days.

**City Clerk – Charlotte Pierce**

Mrs. Pierce did not have anything at this time.

**Citizens to be heard**

Lorinda Gingell shared her concerns about the graffiti that is appearing around town. Chief Barnes noted that the police department is working on this issue and feels that it will be resolved shortly.

**Discussion Items by Commissioners**

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

*Commissioner McCroan* asked about the Fire System flushing at Windmark. It was suggested that Windmark be requested to make some changes as it is not necessary for the system to be tested each week. If changes cannot be made, consensus was that water use should be metered.

*Commissioner Patterson* asked the status of the Frank Pate Park Boat Ramp. Mr. Anderson shared that FWC is still researching the possibility of funds and that he hopes to hear something from them soon.

*Commissioner Thursbay* noted that a hose has been added outside the bathrooms at Frank Pate Park and visitors are using City water to wash their boats. He asked that this item be placed on the next Agenda for discussion and action.

A Motion was made by *Commissioner Patterson*, second by *Commissioner McCroan*, to adjourn the Meeting at 8:03 P.M.

Approved this \_\_\_\_\_ day of \_\_\_\_\_ 2013.

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

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



ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE OF THE CITY OF PORT ST. JOE, FLORIDA  
REPEALING A SECTION OF THE LAND DEVELOPMENT  
REGULATIONS OF THE CITY OF PORT ST. JOE, PROVIDING  
FOR A NEW SECTION 5.07, PROVIDING FOR REPEAL OF  
ALL ORDINANCES OR PARTS OF ORDINANCES IN  
CONFLICT HERewith; PROVIDING FOR SEVERABILITY,  
AND PROVIDING FOR AN EFFECTIVE DATE.**

BE IT ENACTED by the people of the City of Port St. Joe, Florida:

1. Section 5.07 of the Land Development Regulations for the City of Port St. Joe, Florida is hereby repealed.

2. A new Section 5.07 of the Land Development Regulations for the City of Port St. Joe, Florida is hereby adopted and reads as follows:

Off street parking facilities shall be required for all developments within the City pursuant to the requirements of this Code. The facilities shall be maintained as long as the use exists that the facilities were designed to serve. Nothing in this section shall be construed to require paving of parking areas except as provided for handicapped parking areas in Section 5.08(e).

3. REPEAL:

All ordinances or parts of ordinances in conflict herewith are hereby repealed.

4. SEVERABILITY:

The provisions of this Ordinance are hereby declared to be severable. If any provision of this Ordinance, or the application thereof, to any person or circumstance is held to be invalid, such invalidity shall not affect other provisions or applications of this Ordinance that can be given effect without the invalid provision or application.

5. EFFECTIVE DATE:

This Ordinance shall become effective as provided by law.

DULY PASSED AND ADOPTED by the Board of City Commissioners of Port St. Joe,  
Florida this \_\_\_\_ day of \_\_\_\_\_, 2013.

THE CITY OF PORT ST. JOE

By: \_\_\_\_\_  
MEL C. MAGIDSON, JR.  
MAYOR-COMMISSIONER

ATTEST:

\_\_\_\_\_  
CHARLOTTE M. PIERCE  
CITY CLERK

The following commissioners voted yea:  
The following commissioners voted nay:

## Agreement for Professional Services

This Agreement (the "Agreement") is entered into this 5<sup>th</sup> day of July 2012, by and between the City of Port St. Joe ("Client") and Bluemanta Technology Group ("BTG"). Client agrees to purchase from BTG and BTG agrees to provide to Client, Information Technology Services under the terms and conditions contained herein.

Information Technology Services.

### 1. BTG will:

- a) Establish and provide a comprehensive, managed information technology service and support program for Client. These services include, but are not limited to:

#### **Local and Wide Area Networking Design & Maintenance**

- Network design and performance monitoring
- Network security administration
  - Penetration testing and risk mitigation
  - Intrusion prevention, detection, and content-filtering
  - Switch, firewall and router configuration and administration
- Wire and wireless management
- Network diagramming and documentation

#### **Client & Server Standardization & Systems Administration**

- Systems and software selection, deployment and support
- Client/server applications support
- Systems security policy and settings maintenance
- Compatibility and integration testing
- Systems imaging for rapid system standardization and rollout
- Systems patch, anti-virus and anti-spam management

#### **Data Management**

- Data modeling and database design, performance monitoring and tuning
- Data migration, staging, archiving, backup and recovery
- Database mapping and documentation

#### **Project & Program Management**

- Technology research, strategic and operational planning and consultation
  - Disaster preparedness and recovery planning
  - Technology vs. organizational value assessments
  - Budget assistance, technology grant/policy and procedure writing
- Information assurance and regulatory compliance assistance
  - Systems auditing, certification and accreditation
- Cradle to grave technology asset management
  - Asset tagging, depreciation and warrant tracking, lease management.
- Application programming and development
  - Process and workflow engineering and automation
  - Business intelligence/reporting and analysis automation

