

September 18, 2012

**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.**

Call to Order

Consent Agenda

Minutes

- September 4, 2012 Workshop Meeting Pages 1
- September 4, 2012 Regular Meeting Pages 2-6
- September 12, 2012 Special Meeting Page 7

City Attorney

- Ordinance 485, Irrigation Rates Page 8
 - 2nd Reading & Consideration of Adoption

City Manager Report

Old Business:

- Lighthouse- Update
- RESTORE Act Committee- Update
- Centennial Celebration- Update
- On-Call Policy Pages 9-10

New Business:

- Jerry Stokoe- Salvation Army Food Drive
- Planning Board Recommendations Pages 11-18
 - Development Order Request, William Kennedy
- Budget Schedule
- Employee License Policy Page 19
- Landscaping Contract for City Parks- Discussion Pages 20-21
- RFP 2012- 07 Hwy 98 & Hwy 71 Landscaping Pages 22-32
- RFP 2012-10 Police Dept. Roof (Handout)
- RFP 2012-11 Chipola Pump Motor (Handout)

Public Works

- Request to advertise- Water Distribution Employee

Surface Water Plant

- Update

Waste Water Plant

- Update

City Engineer

- Headworks and Sprayfield Project- Update
- Water Distribution System Upgrades Phase I & II- Update

Code Enforcement

- **Update**

Page 33

Police Department

- **Update**

PSJRA

- **Update**

Pages 34-40

City Clerk

- **Update**

Citizens to be Heard

Discussion Items by Commissioners

Motion to Adjourn

MINUTES OF THE BUDGET WORKSHOP FOR THE PROPOSED 2012 / 2013 BUDGET MEETING OF THE BOARD OF CITY COMMISSIONERS FOR THE CITY OF PORT ST. JOE FLORIDA, HELD IN THE COMMISSION CHAMBER AT CITY HALL, September 4, 2012, AT 5:00 P.M.

The following were present: Mayor Magidson, Commissioners Buzzett, McCroan, Patterson and Kennedy. City Manager Jim Anderson, Attorney Tom Gibson, City Clerk Charlotte Pierce, Financial Analyst Mike Lacour, Chief David Barnes, Public Works Director John Grantland and Wastewater Treatment Supervisor Lynn Todd.

The purpose of the meeting was to review and discuss the proposed FY 2012 / 2013 Budget.

Mr. Anderson provided a recap of the proposed budget. The 2012 / 2013 proposed budget is \$11,776,581.00, a decrease of \$3,153,004.00 from the current year. The following items are not included in the proposed budget: Centennial Building Improvements; Cape San Blas Lighthouse Relocation; Gulf Pines Hospital Site; Fireworks (segregated bank account for contributions only); New Fire Truck; Additional Principal payment on debt reduction.

The following items are included in the proposed budget: 2% COLA for all full time employees; MUNIS upgrade; Solar aerators for Wastewater Treatment Plant; Phase II Water Upgrades; Inmate Van; 5 % increase in Water rates and 4.5% increase in sewer rates; Air Conditioning Unit for Wastewater Treatment Plant; Rate Study Review by Burton and Associates; JAG Grant for the Police Vehicle and a Bat Wing Mower for the Sprayfields.

The current millage rate of 3.5914 balances the proposed budget and includes one new employee for Sewer Collection; one new employee for Water Distribution and a replacement vehicle in the Public Works fleet.

After discussion, it was the consensus of the Commission that one new employee would be hired for Water Distribution and that the position for Sewer Collection would remain open. If it is determined that this position is needed the following conditions must be met: Sewer projection must be on target and the additional hire will not be made until approved by the Commission.

Commissioner Buzzett requested that the fees for turning water on and off be reviewed.

Mayor Magidson adjourned the Workshop at 5:45 P.M.

Approved this _____ day of _____ 2012.

Mel C. Magidson, Jr., Mayor

Charlotte M. Pierce, City Clerk

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, September 4, 2012, AT 6:00 P.M.

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

CONSENT AGENDA

DAR Proclamation

Mrs. Sylvia Costin and her grandson, Carter Costin, accepted the Proclamation proclaiming September 17 – 23, 2012 as Constitution Week in Port St. Joe from Mayor Magidson.

Minutes

A Motion was made by Commissioner Buzzett, second by Commissioner Kennedy, to approve the Minutes of the Work Shop and Regular Meeting held August 21, 2012. All in Favor; Motion carried 5-0.

CITY ATTORNEY - Tom Gibson

Mr. Gibson reminded the Board that enforcement of the Sign Ordinance for off premise Sandwich Board Signs had been suspended through Labor Day and several businesses along Highway 98 have received letters concerning the height of their signs. He recommended that the Board move forward with revisiting the Sign Ordinance issue. After discussion, a Motion was made by Commissioner Patterson, second by Commissioner Buzzett, to extend the allowance of off premise Sandwich Board Signs until the first meeting in January 2013. The signs must not impede foot traffic. All in Favor, Motion carried 5-0.

CITY MANAGER'S REPORT

Old Business

Lighthouse

Mayor Magidson reported that additional damage was done to the site by Hurricane Isaac. A good portion of the roadbed was eroded making it impossible to drive the current road to the front of the facility. There appears to be several internal issues with Air Force Real Property.

RESTORE Act Committee

Due to Hurricane Isaac the meeting for last week was cancelled. Commissioner Kennedy will be requesting additional information for the next meeting and did advise everyone that all RESTORE Act Meetings are open to the public.

Attorney Gibson suggested the Commissioners prepare a list of City needs for the RESTORE Act Committee to review.

Mayor Magidson encouraged citizens to contact RESTORE Act Committee members to share their views on how the money should be spent in Gulf County.

Centennial Celebration

Mayor Magidson gave a report on the inaugural meeting held August 23, 2012, noted that the next meeting will be Thursday, September 20, 2012, and encouraged anyone with suggestions for the Centennial Celebration to give them to City Clerk Charlotte Pierce. The Mayor also noted that Eda Ruth Taylor has agreed to serve on the Committee.

Joint City / County Meeting

Mr. Anderson has talked with Gulf County Administrator Don Butler concerning the proposed meeting date of October 1, 2012, at 6:00 P.M. Mr. Butler will make the Gulf County Board of County Commissioners aware of the proposed date and advise Mr. Anderson of their decision.

Golf Cart Crossing

Mr. Anderson reported that he had received the Panama City Beach Traffic Study today and would be reviewing it.

New Business

North Florida Child Development CDBG Grant Administration Services

A Motion was made by Commissioner Kennedy, second by Commissioner Patterson, to approve the Change Order request from Apalachee Regional Planning Council in the amount of \$2,600.00. This request is due to the supplementary administrative services required for the additional ADA (Bathrooms at the Fire Station, City Hall and Centennial Building) aspects of the project. This increase is covered by grant funds and will not be any expense to the City. All in Favor; Motion carried 5-0.

Budget Schedule

Mr. Anderson reminded the Commission that the First Public Hearing and First Reading will be held on Wednesday, September 12, 2012 at 5:01 P.M. He also requested that the Commission review their schedules and provide him with a date that is agreeable for the Second Public Hearing and Consideration of Adoption of the Budget for FY 2012 / 2013.

On-Call Policy

Previously, Commissioners were provided with the current On-Call Policy. Commissioner Buzzett would like for the revised policy, under Requirements, to state that employees will display a City uniform, have proper safety attire and display proper identification.

Over time expenses have greatly exceed the budget. Commissioner Buzzett is concerned about the overtime expenses and suggested that the 6 hours of straight time for holding the pager be reduced, that the 2 hour call out time be cut out and that the rate of pay be 1 and ½ times the regular rate of pay per call out. After a discussion, Staff was asked to provide a recommendation for updating the policy at the next meeting.

Port Authority Meeting Schedule

Commissioners were provided with the Port St. Joe Port Authority Board's meeting schedule. The Board will be meeting on the second and fourth Wednesdays of each month through August 2013.

Landscaping Contract for City Parks

A proposal was received today from the current provider. This will be reviewed by Staff with a recommendation at the next Commission Meeting to either continue with the present vendor or advertise for bids

Public Works – John Grantland

No updates at this time.

Surface Water Plant – Larry McClamma

Chipola Pump Station

Gilbert Pump is on site and reported to Bob Lyles that they had to rework the rotating assembly of Pump #1. If all goes as planned, they will be finished with the project tomorrow evening.

Position Vacancy

Travis Burge, a licensed operator, has submitted his Letter of Resignation effective Friday, September 14, 2012. Mr. McClamma noted that Mr. Burge has accepted a position with an area water plant and he was leaving due to a higher pay rate, better benefits and chances for advancement.

Commissioner Kennedy requested that a policy be considered to address issues of an employee working for the City, obtaining a license and leaving the City shortly after licensure. The City trains the employee, pays for their course work, exam fees and license.

Mayor Magidson stated that a consideration of reimbursement and training time should also be reviewed.

A Motion was made by Commissioner Kennedy, second by Commissioner Patterson, to advertise for the position. All in Favor; Motion carried 5-0.

Wastewater Plant – Lynn Todd

Gilbert Pump will be on site tomorrow to look at the motor on a filter pump at the Headworks. CSI will be here on September 10th to resolve the issues with the Scada System and they are waiting to hear from Hydro International as to when they will be here to address the Grit Kings issues.

Commissioner Patterson asked about the status of the well damaged by the contractor.

Ms. Todd shared that Northwest Florida Water Management District sent an inspector to look at the damaged well. The temporary repairs that were made are acceptable at this time which will allow time to apply for the permit to abandon the well. Staff is waiting on an official letter from NFWMD.

City Engineer – Clay Smallwood

Headworks and Sprayfield Project - Nothing to report at this time.

Water Distribution System Upgrades Phases I and II

Mr. Smallwood reported that PRI continues to work with the contractors to keep the project moving forward and they anticipate five to seven more intersections will require road cuts or bores. He asked if the Board wanted bores or cuts to be made to the asphalt.

After discussion, the consensus was that cuts would be less of a problem in the future and to continue with them.

The issue of delays in repairing the road cuts was discussed again and in the future, bid spec will be tightened to require timely repairs to the roads.

Code Enforcement

The report provided by Code Enforcement Officer Richard Burkett was reviewed. Not action was required.

Police Department – Chief Barnes

Nothing to report at this time.

PSJRA – Gail Alsobrook

Ms. Alsobrook noted that the bike racks have been delivered and recommended eliminating bike racks at four sites because there will be bike racks near these locations: #4 Reid Avenue West between Second and First Streets; #7 Williams Avenue near St. Joe Hardware; #9 Williams Avenue near Coast 2 Coast and #13 at Butlers. A Motion was made by Commissioner Buzzett, second by Commissioner Kennedy, to eliminate bike racks as recommended. All in Favor; Motion carried 5-0.

Final agreement for the Coastal Planning Initiative Grant for the Planning stage of the Bayfront Recreation Area has been received. One bid has been received for the project.

Commissioner Kennedy asked what has driven this project. He is concerned about the restrictions on the property and wants to make sure everyone is aware of them.

New banners are being prepared that will promote Port St. Joe as a year round destination. The new banners will replace the Independence Day Banners that are currently on display which need to be retired. Two banner series, "People Who Have Been Here" and "Historic Banner" featuring pictures by Chuck Creasy will be in the rotation with the new banners. This is a partnership with the TDC.

City Clerk – Charlotte Pierce

Mrs. Pierce reminded the Commissioners of the Insurance Open Enrollment scheduled for Thursday, September 6 and Friday September 7, 2012.

Citizens to be Heard

Ms. Lorinda Gingell complimented the Public Works Department for their work in clearing storm drains prior to Hurricane Isaac.

Charles Stephens asked about the number of food trailers that are being allowed in the City. He was concerned that trailers, especially along the tourist corridor, are having a negative impact on our town and wanted to know why these are being allowed.

Mayor Magidson explained that the present and previously allowed trailers had been approved by the Planning Development Review Board and are in compliance with City regulations. He assured Mr. Stephens that no special favors had been granted to anyone.

Mr. Gibson pointed out that Building Inspector, Bo Creel, stated that by attaching the trailer to the building, it is considered to be part of the building. A Certificate of Occupancy has not been granted for this project and is not deemed to be complete.

Mr. Stephens also asked about Golf Carts being allowed to cross Highway 71 (Cecil G. Costin, Sr., Blvd.) at Garrison Avenue. Mayor Magidson pointed out that a Traffic Study would be required and the approximate cost is \$4,700.

Ms. Ann White asked about trailers in the City limits and requested clarification on how they were being permitted. She pointed out that when she was on the Variance Committee, you could not have a trailer in the City limits of Port St. Joe. A modular trailer was allowed but the trailer in question is not modular.

Mayor Magidson reiterated his response to Mr. Stephens and noted that it would take a change of the City LDR to prohibit such trailers.

Discussion Items by Commissioners

Commissioner Kennedy stated that there is a possibility of Water Management District SWIM Funds to help improve the water quality of St. Joseph Bay. There is a \$100,000 cap per project.

Commissioners Patterson – Nothing tonight.

Commissioner McCroan – Nothing at this time.

Commissioner Buzzett – Nothing at this time.

Mayor Magidson requested that the previous plans for a digital sign at Frank Pate Park be brought back to the Commission.

A Motion was made by Commissioner Buzzett, second by Commissioner Kennedy, to adjourn the Meeting at 7:25 P.M.

Approved this _____ day of _____ 2012.

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, September 12, at 5:01 P.M.

The following were present: Mayor Magidson, Commissioners Buzzett, McCroan and Patterson. City Manager Jim Anderson, City Attorney Tom Gibson, City Clerk Charlotte Pierce, Financial Analyst Mike Lacour, and Police Chief David Barnes. Commissioner Kennedy was absent due to the death of his father-in-law but participated by telephone.

The purpose of the Special Meeting was Ordinance 486 – 2012 / 2013 Ad Valorem Tax Millage Rate Public Hearing and First Reading; Ordinance 487 – 2012 / 2013 Budget Public Hearing and First Reading; and FEMA Delegation of Authority.

A Motion was made by Commissioner Mccroan, second by Commissioner Patterson, to have the First Reading of Ordinance 486. All in Favor; Motion carried 5-0.

Attorney Gibson read Ordinance 486.

A Motion was made by Commissioner Patterson, second by Commissioner Buzzett, to have the First Reading of Ordinance 487. All in Favor; Motion carried 5-0.

Attorney Gibson read Ordinance 487.

A Motion was made by Commissioner Kennedy, second by Commissioner McCroan, delegating authority to City Manager Jim Anderson and City Clerk Charlotte Pierce to sign FEMA documents pertinent to TS Debby. All in Favor; Motion carried 5-0.

Mayor Magidson and Commissioner Buzzett each expressed their appreciation to Staff and fellow Commissioners for their help in keeping the Budget in line.

There was no one from the public in attendance at the meeting.

A Motion was made by Commissioner Patterson, second by Commissioner Buzzett, to adjourn the Meeting at 5:10 P.M.

Approved this _____ day of _____ 2012.

Mel C. Magidson, Jr., Mayor

Charlotte M. Pierce, City Clerk

ORDINANCE NO. 485

AN ORDINANCE OF THE CITY OF PORT ST. JOE, FLORIDA, AMENDING ORDINANCE 472, ESTABLISHING NEW VOLUME CHARGES FOR IRRIGATION PURPOSES, PROVIDING FOR REPEAL OF ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HERewith, PROVIDING FOR SEVERABILITY, AND PROVIDING FOR AN EFFECTIVE DATE.

NOW, THEREFORE, BE IT ENACTED BY THE PEOPLE OF THE CITY OF PORT ST. JOE, FLORIDA, as follows:

1. The Irrigation Only Meter rates as shown Ordinance 472 are hereby repealed and deleted.
2. Beginning with the effective date of this ordinance Irrigation Only Volume Charge rates shall be equal to Residential Volume Charge rates.
3. All ordinances or parts of ordinances in conflict herewith are hereby repealed.
4. If any section, subsection, sentence, clause or provision of this ordinance is held invalid, the remainder shall not be affected by such invalidity.
5. 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 _____, 2012.

The City of Port St. Joe

Mel Magidson, Jr.
Mayor-Commissioner

ATTEST:

Charlotte Pierce
City Clerk-Auditor

