

October 16, 2012

**Workshop Meeting
Water Distribution Phase I
5:30 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
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 October 16, 2012

Call to Order

Consent Agenda

Minutes

- September 28, 2012 Special Meeting Pages 1-2
- October 1, 2012 Joint City/County Workshop Pages 3-5
- October 2, 2012 Regular Meeting Pages 6-9

City Attorney

- Update

City Manager Report

Old Business:

- Lighthouse- Update
- RESTORE Act Committee- Update
- Centennial Celebration- Update
- RFP 2012-11 Chipola Pump Motor- Update
- Service Fees- Update

New Business:

- Eastern Shipbuilding Group- Impact Fees Pages 10-14
- November 6th Commission Meeting/ Election Day
- Water Distribution Phase II Pages 15-20
- FDEP Status Reports Pages 21-22

Public Works

- Update

Surface Water Plant

- Update

Waste Water Plant

- Update

City Engineer

- Headworks and Sprayfield Project- Update

Code Enforcement

- Update

Handout

Police Department

- **K-9 Vehicle**

Pages 23-28

PSJRA

- **Update**

City Clerk

- **Update**

Citizens to be Heard

Discussion Items by Commissioners

Motion to Adjourn

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 28, at 6:15 P.M.

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

The purpose of the Special Meeting was Ordinance 486 – 2012 / 2013 Ad Valorem Tax Millage Rate Public Hearing and Second Reading; Ordinance 487 – 2012 / 2013 Budget Public Hearing and Second Reading; and consideration of Adoption of both Ordinances.

A Motion was made by Commissioner Patterson, second by Commissioner McCroan, to have the Second Reading of Ordinance 486 and 487. All in Favor; Motion carried 5-0.

Attorney Gibson read Ordinance 486.

A Motion was made by Commissioner Buzzett, second by Commissioner Kennedy, to adopt Ordinance 486. All in Favor; Motion Carried 5-0.

Attorney Gibson read the following:

The Ad Valorem Property Tax Millage rate for municipal purposes to be levied on the taxable property within the City limits of the City of Port St. Joe, Florida during the fiscal year beginning October 1, 2012, and ending September 30, 2013, is hereby set at the rate of 3.5914 mils.

The percentage by which this millage rate to be levied is less than the rolled-back rate of 3.7804 mils (computed pursuant to Florida law) is 5%.

This ordinance shall be effective October 1, 2012.

Attorney Gibson read Ordinance 487.

A Motion was made by Commissioner Kennedy, second by Commissioner McCroan, to adopt Ordinance 487. All in Favor; Motion carried 5-0.

Mr. Anderson reminded the Commissioners of the joint City / County Meeting to be held on Monday, October 1, 2012, at 6:00 P.M. at the County Emergency Operations Center.

Mayor Magidson reminded the Commissioners that the current and amended Interlocal Agreement was sent to the Board of County Commissioners months ago.

The CDM Water Quality Workshop has a proposed meeting date of October 23, 2012. Northwest Florida Water Management District wants to attend the meeting also. Details will be resolved and relayed to the Commissioners.

Commissioner Buzzett asked if any funding information had been received from Northwest Florida Water Management District relative to the \$50,000 request to help with the purchase of the Chipola Pump Station motor.

Mr. Anderson has spoken with Guy Gowen from NFWWMD and emailed him a copy of the grant request as well. Mr. Gowen was not aware of the request to Mr. Steverson but he will follow up on the request. Commissioner Buzzett requested that Mr. Anderson follow up on this Tuesday if nothing has been received.

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

A Motion was made by Commissioner Kennedy, second by Commissioner Patterson, to adjourn the Meeting at 6:35 P.M.

Approved this _____ day of _____ 2012.

Mel C. Magidson, Jr., Mayor

Charlotte M. Pierce, City Clerk

MINUTES OF THE BUDGET WORKSHOP FOR THE JOINT CITY / COUNTY COMMISSION MEETING OF THE BOARD OF CITY COMMISSIONERS FOR THE CITY OF PORT ST. JOE FLORIDA AND THE GULF COUNTY BOARD OF COUNTY COMMISSIONERS HELD IN THE GULF COUNTY EMERGENCY OPERATIONS CENTER BUILDING ON October 1, 2012 at 6:00 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, and Chief David Barnes were also present. Representing the Gulf County Board of County Commissioners were Commissioners Tan Smiley, Ward McDaniel, Warren Yeager, County Administrator Don Butler, Attorney Jeremy Novak, and Sheriff Joe Nugent.

The purpose of the meeting was to discuss issues facing both entities and foster a better working relationship between the two Boards.

Opening comments were made by Commissioner Smiley and Mayor Magidson as each expressed their appreciation for the joint meeting of the Boards and welcomed those present to the meeting.

Joint comments were made by City Manager Jim Anderson and County Administrator Don Butler. Mr. Anderson and Mr. Butler have been working together to facilitate the meeting and shared of the budget challenges each entity has faced over the last several years and offered ways of working together to improve City and County efforts.

City / County Infrastructure Projects – Sewer expansion to Beacon Hill

Additional Revenue is anticipated from the state in the next few years and this would be an opportunity for the City and County to partner on projects.

The trunk line to Beacon Hill is in place and if the City and County would jointly request state funds the projects are more likely to be funded.

Sports Complex

Commissioner Yeager is willing to work with the City on this project. An Aquatic Center would have a very large impact on the City and County and Commissioner Kennedy would like to see this considered as an option.

Commissioner Smiley does not support the idea of a Sports Complex as he feels that what we currently have is being neglected. Play ground equipment in his neighborhood is not up to par and he feels that existing equipment should be upgraded. Commissioner Smiley's District is located in the Port St. Joe Redevelopment Area and there is a possibility that they can secure funding for equipment.

Commissioner McDaniel shared that he feels the complex would be great for the City and County as the sports complex in Wewahitchka is a great enhancement for their citizens.

Commissioners Kennedy and Yeager will work together on the project.

Terry Baxley advised the Commissioners of an example in Texas where working together provided a great complex that is being enjoyed by many today.

Chamber / EDC Contribution

Mr. Anderson shared that the City's FY 2012 – 2013 Budget includes \$20,000 contribution for the Chamber / EDC.

Consolidation of Law Enforcement, Building Department

Commissioner Smiley feels that the Port St. Joe Police Department and the Gulf County Sheriff's Department should be combined and would be a savings to the citizens of Port St. Joe.

Mayor Magidson responded that this has been looked at before and there was no savings to be utilized from combining the services but could actually be a reduction in services provided to the citizens.

Mayor Magidson and Commissioner Smiley agreed to meet to discuss this issue.

Building Department

It was noted that there is a difference in what a building permit cost in the City and County.

Lighthouse

Commissioner Yeager shared that he had met with Mayor Magidson, Dr. Pat Hardman, and Charlotte Pierce to discuss the lighthouse issue. He noted that grants had been used to restore the structures at the Cape San Blas Lighthouse Complex and that Eglin will be relocating the structures 100' to 150' inland within the compound to protect the two keepers' quarters and the oil house from the rapid erosion occurring on the Gulf beach. Commissioner Yeager requested that he be allowed to continue meeting with the Committee to work on the preservation of the structures.

Utility Rates

Mayor Magidson noted that the Utility Rate increases are a result of a rate study done by Burton and Associates. Water consumption determines the monthly bill. The Mayor shared that the City Commission recently voted to reduce the irrigation rates in hopes of increasing the number of customers.

RESTORE Act Committee meetings will be held at 11:00 A.M. each Tuesday until November. The Committee is working on the criteria to include what the money can be used for.

Mayor Magidson reminded the Commissioners that citizens have asked to have input and be allowed open access to the meetings.

Commissioner McDaniel feels that a good Committee has been put together and contrary to some rumors, meetings are being held in public places and not in the woods. He anticipates a report from the Committee in approximately a month.

Water Quality Report

County Administrator, Don Butler, shared that the water at the courthouse has been much clearer.

Mr. Anderson noted that Phase I of the Water Distribution is anticipated to be completed in March of 2013. The Community Development Block Grant (CDBG) Application was submitted in Tallahassee today for the North Port St. Joe Water Improvements. The City is working with CDM on improvements.

Commissioner Buzzett related that he, Attorney Tom Gibson and Mr. Anderson met with the new Northwest Florida Water Management District Director, Jonathan Steverson, and he seemed concerned with the water issues the City is having. The change from ground water to surface water has caused a change in the chemicals that are being used.

Commissioner McCroan stated that he had collected water from the Surface Water Treatment Plant and the water leaving the plant is very clear.

Langston Drive Lighting

This has been a collaborative effort with the Port St. Joe Redevelopment Agency and the City of Port St. Joe.

Commissioner Yeager questioned if there were any solar lights that might be available for the City to use as the County is cutting off 52 or 53 lights. After discussion, it was determined that the lights were not in great operating shape.

Commissioner Patterson noted that the road has some dark areas and he is concerned about the safety of those using the road.

Road Paving / Road Bonds

Re-striping of several streets can be accomplished and the County will cover Avenue A. The contractor doing the work should be here next week

The City's Gas Tax Revenue is obligated until 2031. Road improvements are needed in both the City and County and this might possibly be a good time for review bonding opportunities with Ralph Cellon of Morgan Keegan. County Administrator Don Butler will contact Mr. Cellon about the possibilities.

Tipping Fees

Mr. Butler noted that area rates for Tipping Fees and been check. It is costing the County \$75 per ton to run and they are currently collecting \$35 per ton. A change in the charge may need to be made at a later date.

Interlocal Agreement – Fire Tax

Currently, the money paid to the St. Joe Beach and Highland View Fire Departments is not being escrowed. A suggestion was made that the funds be allocated at 1/3 to the St. Joe Beach, Highland View and Port St. Joe Fire Departments. The City off Port St. Joe covers many of the calls out of the Port St. Joe City Limits. Commissioner Yeager agreed to be the Point of Contact for this issue.

Several months ago Attorney Gibson provided copies of the current and proposed changes to the Interlocal Agreement. Commissioners were asked to review these documents and work towards resolving the issue.

Lighting Issues

Scott Warner, Gulf County GIS, suggested that the City verify the number of lights and poles they are currently being charged for. The County compared their list and found a number of discrepancies.

Hear From Public

Christy McElroy thanked both Commissions for coming to the table to discuss issues.

Dr. Pat Hardman asked those present to review the proposed Constitutional Amendments and know the impact they will have if approved.

The joint meeting was adjourned at 7:40 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, October 2, 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

Minutes

A Motion was made by Commissioner Buzzett, second by Commissioner Kennedy, to approve the Minutes of the Regular Meeting of September 18, 2012. All in Favor; Motion carried 5-0.

CITY ATTORNEY - Tom Gibson

A letter has been received from County Attorney Jeremy Novak in reference to the Gulf County Health Department radiology equipment. The City contributed funds to assist in the purchase of the equipment and has to approve the equipment being moved from the Gulf County Health Department to Sacred Heart Hospital. The equipment is not being used at the Health Department and the move will facilitate the opening of an orthopedic practice at the hospital. A Motion was made by Commissioner Buzzett, second by Commissioner Kennedy, to approve the move. All in Favor; Motion carried 5-0.

CITY MANAGER'S REPORT

Old Business

Lighthouse

Mayor Magidson reported that preservation efforts are ongoing.

Charlotte Pierce received an email from Eglin late this afternoon and it is anticipated that relocation of the two keepers' quarters and the oil shed will begin the week of October 15, 2012. Clearing and grubbing activities could begin as early as next week (Wednesday); it is recommended that power poles, transformers, and electrical connections be removed within the next 2 weeks. The road construction effort will start in the next two weeks. Unfortunately, all these activities can be dangerous for people visiting the area of the gift shop and lighthouse and it is recommended to terminate operation of the facility not later than October 14, 2012.

RESTORE Act Committee

Commissioner Kennedy shared that Gulf County is light years ahead in their Committee efforts. The first meeting of each month will be held on at 5:00 P.M., beginning Tuesday, November 6, 2012, and all other weekly meetings will continue to be held on Tuesdays at 11:00 A.M., through November. The Committee is requesting ideas for projects from the citizens. He shared that the criteria for receiving funding has not been established and this is creating a challenge as to planning.

Centennial Celebration

Mayor Magidson shared that good ideas from the Committee and public have been received and encouraged the community to continue to share their ideas by contacting City Hall.

Mrs. Pierce was asked to report on the last Committee Meeting. She noted that festivities for the 100th birthday of the City of Port St. Joe will begin on Friday, June 28, 2013, and run through Monday, July 1, 2013.

Employee License Policy

Mr. Anderson stated that issues are being reviewed by Staff and there will be an update for the October 16, 2012, meeting.

RFP 2012-11 Chipola Pump Motor

Northwest Florida Water Management District has not responded to the City's request for funding assistance to purchase the motor. Mr. Anderson has emailed and spoken with individuals at NFWFMD but has not received a response as of today.

New Business

Jerry Stokoe Salvation Army Food Drive

Mr. Stokoe made the Commission aware that his focus will be on the Food Drive in the future and that the Gulf County Sheriff's Department will serve as the contact for the Christmas Program assistance. Last year over 300 children were the recipients of the community's generosity and 35 families received a \$25 food coupon to assist with holiday meals. Mr. Stokoe thanked the Commission and volunteers for their support the past 15 years he has headed up the Christmas Program. Food donations will be received beginning October 15, 2012. A Motion was made by Commissioner Buzzett, second by Commissioner Patterson, for the STAC House to be used to store and bag the canned food items. All in Favor; Motion carried 5-0.

RFP 2012-10 Police Department Roof

Four Request for Proposals were received. After review by Staff and Building Inspector Bo Creel, the recommendation was to accept the RFP of Richard D. Barfield Roofing, Inc., in the amount of \$13,580.00. A Motion was made by Commissioner McCroan, second by Commissioner Patterson, to approved RFP 2012-10 Police Department Roof repairs to be made by Richard D. Barfield, Inc., in the amount of \$13,580.00. All in Favor; Motion carried 5-0.

Service Fees

After a review of Ordinances 310 and 311, a Motion was made by Commissioner Buzzett, second by Commissioner McCroan, to amend Ordinance 311 to charge a \$35 Service Fee to Connect or Disconnect Water Service. A Transfer Fee of \$10 will be charged to change accounts.

Ghosts on the Coast

Donations of candy will be provided by Commissioners and employees. A table will be set up for distribution of the candy by employees.

Port St. Joe Business Incubator Building

Mary Gavin, Area Specialist with USDA, notified the City today that since Gulf Coast Workforce Development Council is a not for profit organization and not a small and emerging business, they are an ineligible tenant for the Business Incubator. Mrs. Gavin requested that the City provide Rural Development with a marketing plan for the business incubator to lease space to small and emerging businesses by October 30, 2012.

Public Works – John Grantland

Mr. Grantland requested that the City advertise for repairs to be made to the First Street Lift Station. A Motion was made by Commissioner Kennedy, second by Commissioner Patterson, to bid the project. All in Favor; Motion carried 5-0.

Commissioner Patterson asked Mr. Grantland to look at the ditches on Avenue A and see what could be done to improve them.

Surface Water Plant – Larry McClamma

Restore Con will be here to complete Membrane Tank #1 this week. Mr. McClamma has checked each of the Membrane Tanks and has not found any leakage.

The Job Notice for an Operator Trainee / Licensed Operator for the Surface Water Treatment Plant closed September 28, 2012, and Mr. McClamma will begin reviewing applications and establishing interviews in the coming week.

Wastewater Plant – Lynn Todd

There was no report from the Wastewater Plant as Ms. Todd is on vacation.

City Engineer – Clay Smallwood

Headworks and Sprayfield Project

A Final Walk Through has been scheduled for October 10, 2012, at 10:00 A.M.

Mr. Smallwood reported that the Grit King representatives have been in town and made adjustments to the system to allow for more clearance for the water / sand to be pumped from the tanks into the trash containers.

Water Distribution System Upgrades Phase I

Work is continuing on Bellamy Circle

Driveways on Hunter, Woodward and Tenth are being repaired and when the work is completed on Bellamy those repairs will be made.

Road repairs are scheduled to begin on Monday October 8, 2012.

Commissioner Buzzett requested that IC Contractors be present for the next meeting. He is very unhappy with the lack of repairs to our roads, the length of time that it is taking for this to be resolved and the general appearance of our City due to the roads. The Commissioner advised the Board that unless these issues are resolved immediately, he will make a Motion at the October 16, 2012, meeting to withhold payments to IC Contractors until the issue is resolved.

Code Enforcement

The Activity Report provided by Mr. Burkett was reviewed. Mayor Magidson requested that Officer Burkett note the names of candidates no longer in the elections process and notify them that their signs need to be removed.

Police Department – Chief Barnes

Chief Barnes requested that the following vehicles be declared surplus in order to supplement the purchase of the next K-9 vehicle:

1. Vehicle #1 Vin # 2FAFP71W06X147498 2006 Ford Crown Victoria
2. Vehicle #2 Vin # 2FAFP71W96X147497 2006 Ford Crown Victoria
3. Vehicle #3 Vin # 2FAFP71V08X142828 2008 Ford Crown Victoria

A Motion was made by Commissioner Buzzett, second by Commissioner Patterson, to declare the vehicles as Surplus. All in Favor; Motion carried 5-0.

PSJRA – Gail Alsobrook

Ms. Alsobrook advised the Commissioners that the family of the late Billy Joe Rish has requested the date of November 12, 2012, for the dedication of the Billy Joe Rish Memorial Parking Lot. The family was advised that the City will be observing Veterans Day on Monday, November 12, 2012, and Ms. Alsobrook will be handling all arrangements for the dedication.

City Clerk – Charlotte Pierce

Ms. Pierce shared that the FEMA Team assigned to TS Debby was here on September 20, 2012. Reimbursement will be made by FEMA (75%) and the State of Florida (12.5%) leaving the City to absorb the remaining 12.5%.

