

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF CITY
COMMISSIONERS FOR THE CITY OF PORT ST. JOE, FLORIDA, HELD
IN THE COMMISSION CHAMBERS AT CITY HALL, NOVEMBER 1,
2011 AT 6:00 P.M.**

The following were present: Mayor Magidson, Commissioners Gingell, Kennedy, Buzzett and Patterson. City Manager Charlie Weston, Attorney Tom Gibson and City Clerk Jim Anderson were also present.

Consent Agenda:

Minutes:

Motion by Commissioner Kennedy, 2nd by Commissioner Gingell, to approve the Minutes for the August 30, 2011, Workshop; September 6, 2011, Workshop; September 15, 2011 Special; September 27, 2011, Special & the October 18, 2011 Regular Meeting. All in Favor; Motion carried 5-0.

Regular Agenda:

City Attorney:

Capital Improvement Plan:

Attorney Gibson noted that the City will need to re-adopt its CIP Plan by the 1st of December. The Florida Legislature has simplified the process this year, but we still need to get the City Engineer and Staff to update on the plan.

City Manager, Charlie Weston:

Gulf Coast Hope Center:

Mr. Weston noted that the City received a request for a Business License on October 21, 2011. The application is currently under review by City Staff and the Port St. Joe Redevelopment Agency.

WastePro, Proposed Rate Increase Response Letter:

Mr. Weston indicated that a response letter has been sent to Waste-Pro requesting that the rates not be increased until May 2012. We have not received a response from Waste-Pro at this time.

Mayor Magidson inquired as to how this would play into our budget.

Mr. Weston indicated that the City didn't budget for the rate increase.

Mr. Anderson noted that the last rate increase was in 2009 and the City passed the rate increase to the Customer by Resolution.

Planning and Development Review Board Membership:

Mr. Weston indicated that we have three members with terms that expire on November 21, 2011: Jay Rish, Rawlis Leslie & Mitch Burke. All three have indicated that they are willing to serve another term. An ad has been run in the Star Paper requesting volunteers and staff will submit a list of all potential members to the Board for review at the November 15, 2011, meeting.

Commissioner Gingell asked, "Is there a rule concerning PDRB absences?"

Mr. Gibson responded, "I believe the rule is three consecutive unexcused absences."

Community Appreciation Day:

Commissioner Kennedy noted that the planning for the November 19, 2011, event is going well and is drawing a lot of interest.

Mr. Weston hopes to have 700 plus people in attendance for the event.

Mayor Magidson noted that horses have been utilizing the Port City Trail and it's something that we need to keep an eye out for.

Chief Barnes indicated that he has researched the issue with horses and nothing currently prohibits them. The City would need to pass an Ordinance.

Commissioner Kennedy noted that a horse could startle someone on the trail.

Mr. Weston will review our options in reference to horses.

Commissioner Patterson noted that we need to look at our lights on the trail as some are not working.

Mr. Weston indicated that we have a section of lights that are not working properly, but are still under warranty and the contractor will look at them next week.

Gulf Pines Hospital Property:

Mr. Weston noted that City Staff has been asked to look for grants that could be used to clean-up the site. We are working with a contractor, at no cost to the City, see if funds are available. We are looking at a \$200k grant for asbestos removal that would have to be submitted by November 28, 2011. We have a Public Hearing scheduled for November 15, 2011.

Attorney Gibson indicated that the City will need to make a decision as to taking possession of the property and applying for the grant. The consultants feel confident about the grants, but we have no guarantee.

Commissioner Patterson asked, "What is the cost for the City to take title of the Gulf Pines Hospital Site?"

Attorney Gibson responded, "\$0, but the City will have to deal with IRS at some point."

Commissioner Gingell asked, "Is the City liable for the outstanding Property Taxes if we take possession?"

Mayor Magidson responded, "Yes, but we don't have to pay it. We will need to have title to the property to apply for the grant."

Mr. Weston noted that the grant would only cover removal of asbestos. A decision will need to be made at the next meeting.

Community Events, Barry Sellers Chamber Executive Director:

Mr. Sellers, the new Chamber Executive Director, noted that a lot of positive activity is taking place in Port St. Joe. He is glad to be a part of the community and plans to attend at least one City Commission meeting a month. His goal is to establish a one to three plan for retention and expansion of businesses.

City Audit:

Mr. Weston noted that staff is preparing for our Annual Audit to begin November 7, 2011.

Surface Water Plant:

Glenn Davis noted that cell number three has been cleaned and is recovering well at the Surface Water Plant.

Waste Water Plant:

Mr. Davis indicated that the contractors are working on the Chemical Shed at the new headworks facility. He also noted that Larry McClamma passed his Wastewater Class B License Exam today.

Commissioner Buzzett noted that he has worked with Mr. Davis a long time and Mr. Davis has been more than gracious to him. "Glenn is great to work with and I hope that he enjoys retirement.

Public Works:

Flushing Program:

Mr. Grantland indicated that flushing will take place in Oak Grove the week of November 7th, Highland View the week of November 14th, no flushing the week of Thanksgiving & White City the week of November 28, 2011. By mid January we will have completed all flushing.

Meter Installation:

The installation of new meters on the Beacon Hill Route began today and will be complete on or before November 15, 2011.

Commissioner Buzzett asked, "How many meters are we replacing?"

Mr. Grantland responded, "580 in the section we purchased from Mexico Beach."

Landscaping Contract, Request to go out for bids:

Mr. Grantland noted that staff is requesting to go out for bids for our Landscaping Contract.

Mayor Magidson asked, "How long was our initial contract for?"

Mr. Grantland responded, "One Year."

Motion by Commissioner Buzzett, 2nd by Commissioner Gingell, to advertise for re-bidding of the landscaping Contract. All in Favor; Motion carried 5-0.

City Engineer:

SRF Water Distribution upgrades, Request to go out for bids:

Clay Smallwood, III, noted that we need permission to go out for bid on the project.

Motion by Commissioner Kennedy, 2nd by Commissioner Gingell, to advertise for the construction of the Water Distribution System Upgrades. All in Favor; Motion carried 5-0.

Commissioner Kennedy asked, "Does Mr. Grantland have a full set of the plans for the Water Distribution System Upgrades?"

Mr. Smallwood responded, "No, but we are working on it."

Garrison/Madison Multi Path:

Mr. Smallwood noted that a conference call has been held in reference to the use of sub-contractors. Anderson-Columbia will complete the project themselves with a start date of November 14, 2011, for the four month contract.

Commissioner Kennedy asked Mr. Smallwood to notify the contractor that the City will be having its Community Appreciation Day on November 19, 2011. This way, no equipment or construction work will interfere with the event.

Code Enforcement:

Mr. Weston noted that Richie Burkett, Code Enforcement Officer, is now working three days a week instead of two. He also noted that five structures have recently been removed.

Police Department:

Chief Barnes indicated that we had an uneventful Halloween with a good program downtown.

Grants:

Mrs. Pierce presented the Commission with a grants report for the last two week's activity.

PSJRA:

Ms. Alsobrook noted that she attended a Redevelopment Conference in Orlando two weeks ago. She indicated that this would be a good conference for Commissioners to attend as well.

Rish Parking Lot:

Ms. Alsobrook indicated that the Rish Parking lot is coming together and plans call for four street lights. We currently have three existing lights surrounding the parking lot. She asked, "Do we want to put in the conduit for lights to be added

later?" We also have the opportunity for lighting on the 45' tower to be constructed on the site.

Commissioner Gingell asked, "How soon do you need an answer?"

Ms. Alsobrook responded, "Not tonight."

Commissioner Gingell would like to visit the site at night to review our options.

Commissioner Kennedy suggested at least putting in the conduit for future lighting.

Ms. Alsobrook would like to get approval of a contractor from the Commission at the December 6, 2011, meeting with the tower to follow.

Ms. Alsobrook also noted that she and Ms. Pierce will be working on a Grant Program.

Commissioner Kennedy asked, "Do we have a list of possible grants we can utilize?"

Ms. Alsobrook responded, "We have purchased a subscription to grant software that has a search engine that gives us many options. I'm currently working on a grants matrix."

Citizens to be Heard:

Christy McElroy:

Ms. McElroy thanked Mr. Davis for his hard work. She stated, "My concern is the complex nature of the Surface Water Plant and the licenses that are needed. Has Mr. Davis's position been advertised?"

Mr. Weston responded, "Yes, we are advertising for licensed personnel on the City Website, North West Florida Water management District Website, Florida League of Cities Website, Panama City News Herald and the Star Paper."

Commissioner Comments:

Commissioner Kennedy would like for the Commission to start pursuing the Sports Complex again. The County has also indicated that they are interested in pursuing the Sports Complex. He would like to push for an Aquatic Center as a lot of people are driving to Bay County to utilize their facility. Commissioner Kennedy requested permission to talk with other officials about a possible Sports Complex.

Mayor Magidson indicated that we have the land and thinks we should review our options.

Attorney Gibson noted that Gulf Coast State College may be interested in being a partner in the Sports Complex.

Commissioner Kennedy also indicated that at one time the water at Buck Griffin Lake was being tested to determine the quality for fish. He thinks the Lake may be fished out.

Mr. Weston will contact the Florida Fish & Wildlife Commission about Buck Griffin Lake.

Mr. Davis noted that we may want to ask the Florida Fish & Wildlife Commission about stocking Buck Griffin Lake with fish located in the Fresh Water Canal.

Commissioner Kennedy asked, "Is the fountain in Buck Griffin Lake broken?"

Mr. Grantland responded, "Yes."

Mayor Magidson noted that the ground breaking ceremony for North Florida Child Development will be held Monday November 7, 2011, at 2:00.

Motion by Commissioner Gingell, 2nd by Commissioner Patterson, to adjourn at 7:03 P.M.

Approved this 15th day of November 2011.



Jim Anderson, City Clerk



Mayor Magidson