

**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, FEBRUARY 21,  
2012 AT 6:00 P.M.**

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

**Consent Agenda:**

Mayor Magidson congratulated James Hamilton on his retirement and presented him with a certificate for his twelve years of service to the City.

**Minutes:**

Motion by Commissioner Buzzett, 2<sup>nd</sup> by Commissioner Gingell, to approve the Minutes from the January 12<sup>th</sup>, February 6<sup>th</sup>, February 9<sup>th</sup> Workshops and the February 9, 2012, Special Meeting.

**Regular Agenda:**

**City Attorney:**

**Ord. 477, Gulf Pines Hospital Comprehensive Plan and Future Land Use Map  
Amendment:**

Motion by Commissioner Kennedy, 2<sup>nd</sup> by Commissioner Gingell, to have the 1<sup>st</sup> reading of Ord. 477. All in Favor; Motion carried 5-0.

Attorney Gibson noted that the Planning and Development Review Board has reviewed Ord. 477 and gave a recommendation to the City Commission for approval. Base on this recommendation, the Commission can adopt Ord. 477 tonight.

Motion by Commissioner Buzzett, 2<sup>nd</sup> by Commissioner Kennedy, to adopt Ord. 477. All in Favor; Motion carried 5-0.

**Ord. 478 Repealing of the Town Center PUD:**

Motion by Commissioner Gingell, 2<sup>nd</sup> by Commissioner Patterson, to have the 2<sup>nd</sup> reading of Ord. 478. All in Favor; Motion carried 5-0.

A workshop was scheduled for Monday February 27, 2012, at 5:00 for public input on the proposed ordinance.

**Port Authority Request:**

Tommy Pitts of the Port Authority noted that they plan to add property to the Port Master Plan based on the acquisition of former Arizona Chemical Property and the Joe Company Property. The Port Authority has also requested that Jetty Park be included. We have the possibility of small cruise vessels docking at Jetty Park and may need to expend funds for improvements. By including Jetty Park in the Port Planning Area, it would allow for possible grants. This would not change how the City utilizes the property. No vessel will dock at Jetty Park without City approval.

Attorney Gibson noted that he will be unable represent the City or the Port Authority in this matter.

**City Manager, Charlie Weston:**

**Centennial Building Acoustics:**

Mr. Weston recommends signing a contract with Eric Davidson for \$3,000 to put a plan together. We will use \$2,000 out of Parks and Recreation and \$1,000 out of the Building Department.

Motion by Commissioner Gingell, 2<sup>nd</sup> by Commissioner Buzzett, to enter into a \$3,000 contract with Eric Davidson. All in Favor; Motion carried 5-0.

**Frank Pate Park Boat Ramp:**

Mr. Weston noted that the City needs to mark the boat channel at Frank Pate Park. We need to get the Coast Guard to provide us with the specifications for the channel.

**Garrison/Madison Multi-Path Update:**

Mr. Weston noted that the project is on schedule to be completed next month.

**CDBG Grant Application, Water Distribution System:**

Mr. Weston noted that Jordan and Associates are working with our engineers to put the application together.

**Cell Tower Upgrade Request Update:**

Mr. Anderson indicated that he has contacted Mr. Duke with Utility Services. Mr. Duke will be in town in the next few weeks to review the tower.

**City Audit:**

Ben Vance who performed the City's independent audit gave a presentation to the City. He appreciates the professionalism of City staff, there were no findings due to accountability and feels bringing in an outside CPA, Roberson & Associates, has helped tremendously. The City has gone from a very troubled system to one that is consistent. He did note that the City needs to adopt procedures for each job description.

Mayor Magidson noted that this may be the first time in the history of the City there have not been any audit findings.

Mr. Weston is proud of the City staff and the progress that has been made.

**Press Release:**

Mayor Magidson indicated that the Joe Co. has signed a lease agreement for 20 acres with Eastern Ship Building today.

**City Manager Contract:**

Mayor Magidson noted that, based on our negotiations with Mr. Anderson at the February 9, 2012, Workshop, we need to vote on his contract.

Motion by Commissioner Buzzett, 2<sup>nd</sup> by Commissioner Patterson, to approve the City Managers contract for Jim Anderson as presented. All in Favor; Motion carried 5-0.

**City Clerk Vacancy:**

Mr. Weston recommends that the Commission appoint Charlotte Pierce as Interim City Clerk on March 1, 2012. He also recommends advertising the Clerk Position and closing it on March 15, 2012.

Motion by Commissioner Kennedy, 2<sup>nd</sup> by Commissioner Gingell, to appoint Charlotte Pierce as the Interim City Clerk on March 1, 2012, and advertise for a City Clerk. All in Favor; Motion carried 5-0.

**Joint City/County Workshop:**

Mr. Weston will work with Don Butler, County Administrator, on potential dates. All in Favor; Motion carried 5-0.

**Public Works:**

**Road Striping:**

Mr. Grantland provided the Commission with a Road Striping Plan for consideration.

Commissioner Buzzett asked, "What is the estimated cost to stripe the roads?"

Mr. Grantland responded, "Approx. \$8K-\$9K, I will get some quotes."

Commissioner Gingell asked, "Since the County collects gas tax, would this be part of that?"

County Commission Chairman Yeager noted that the Gas Tax proceeds are used for the Road Bonds. We may get a better price if the City and County go together on the Road Striping.

Mayor Magidson asked, "Is the Road Bond Money spent?"

County Commissioner Yeager responded, "Yes." He recommends that John Grantland talk with Don Butler about the road striping.

### **Surface Water Plant:**

Larry McClamma will start interviews for the Water Plant Operator Trainee Positions on Monday and plans to have a recommendation on March 2, 2012.

Mr. Weston noted that a letter has been sent to Marshall Brothers in reference to the cracks in the Membrane Tank Wall and a meeting is scheduled for February 23, 2012, at 3:00 P.M.

### **Waste Water Plant:**

Lynn Todd noted that staff had a field visit to view the disk filtration system in Ft. Walton Beach.

Ms. Todd also indicated that all six of the City's master meters will be calibrated on March 8, 2012.

### **City Engineer:**

#### **Headworks and Sprayfield:**

Clay Smallwood, III, noted that Progress Energy should be starting the work on the power.

#### **Water Distribution System Phase I Replacement:**

Mr. Smallwood indicated that the bore contractor should get started on February 27, 2012.

### **Code Enforcement:**

Mr. Weston noted that the reason Mr. Burkett is not attending the Commission Meetings is because he is paid hourly on a part time basis. Mr. Weston stated that Mr. Burkett is doing good work.

Mayor Magidson indicated that Mr. Burkett is prompt to return his calls.

### **Police Department:**

Sgt. Rusty Burch noted that the Police Department is looking at solid curbing along Hwy 98 to avoid turning across the double lines. He feels that it's a dangerous situation and would like permission to contact DOT.

Commissioner Kennedy asked, "Is there a ticket for turning across a double yellow line?"

Sgt. Burch responded, "Yes, the fine would be \$128."

Mr. Weston noted that this is something that we need to look into.

### **Grants:**

Mrs. Pierce thanked the Commission for the opportunity to serve as the Interim City Clerk. She also provided the Commission with report of the grant activity for the past two weeks.

### **PSJRA:**

#### **Billy Joe Rish Parking Lot:**

Gail Alsobrook noted that the pre-construction meeting was held on February 15, 2012, and the project should be completed in May 2012.

Ms. Alsobrook also indicated that the PSJRA is looking at the possibility of a pocket park on Langston Drive.

Ms. Alsobrook noted that the PSJRA is looking at a five year plan and that she has accepted a part-time position as Interim Tourist Development Chairman.

**Citizens to be Heard:**

**Christy McElroy:**

Ms. McElroy provided the Commission with Search Brief concerning Homeless Shelters. See attached Ex. (A).

Ms. McElroy is requesting that the Commission be proactive and consider the measures outlined in the brief.

Commissioner Gingell asked, "Have you shared this information with the County?"

Ms. McElroy responded, "Yes."

**Commissioner Comments:**


Commissioner Gingell noted that she attended the NJROTC inspection. Approx. 50 cadets performed an excellent program.

Commissioner Buzzett indicated that this is Mr. Weston's last official meeting and thanked him for his time and effort as City Manager.

Mayor Magidson noted that a reception will be held for Mr. Weston on February 28, 2012 from 5:00 P.M. - 6:00 P.M. at the TDC building.

Motion by Commissioner Kennedy, 2<sup>nd</sup> by Commissioner Gingell, to adjourn at 7:25 P.M.

Approved this 20<sup>th</sup> day of March 2012.

  
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Jim Anderson, City Clerk  
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Mayor Magidson