

# **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, March 5, 2013, AT 6:00 P.M.**

The following were present: Mayor Magidson, Commissioners Buzzett, McCroan, Patterson and Kennedy. 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 February 19, 2013 and Workshop Meeting of February 26, 2013. All in Favor; Motion carried 5-0.

### **CITY ATTORNEY – Tom Gibson**

Mr. Gibson noted that Public Records Law may cover text messages when dealing with staff. Contact by telephone calls or personal appearances would be easier to keep up with rather than having to retain text messages.

## **CITY MANAGER'S REPORT**

### **Old Business**

#### *Lighthouse Update / Project Manager Scope of Work*

Clay Smallwood of Preble Rish shared that they have hit the ground running on the project, a well thought out Scope of Work is being compiled and they anticipate having the finished product by the next meeting.

#### *RESTORE Act Committee*

Mr. Anderson reported that there was not a RESTORE Act Meeting today and it will be three weeks before another meeting is held. The deadline for Phase II applications was February 28, 2013, and there are still no guidelines from the state or federal levels.

#### *Centennial Celebration*

Mayor Magidson related the Photo Share was a lot of fun, numerous photos, nostalgic moments, and laughs were provided. Another scan is scheduled for March 16, 2013, at the WIG Building. There will be a fund raising event on May 11, 2013, which incorporates local and area bands. Mayor Magidson also requested suggestions for item to be placed in the time capsule.

#### *Marvin Avenue Waterline Replacement*

Mr. Anderson noted that materials for the project have been advertised for bid (FRP 2013-02) and staff will be doing the work on the project.

#### *Proposal to go out for bid – Architectural / Engineering Services*

Consensus was that these services should be project specific and there was not a need to enter into a contract at this time.

### **New Business**

#### *Impact Fee Waiver Request – Lighthouse Pentecostal Ministries*

Reverend Tim Bailey requested a waiver of fees for their church that is being built. The Commission asked that Reverend Bailey find out what size lines will be needed and provide the information to Mr. Anderson. The

Commission would like to work with the church and offered the possibility of financing of fees and hook up costs. Staff will research what has been done previously for other churches.

*Bruce Ballister*

Mr. Ballister shared that "No Significant Impact" was noted in the Environmental Review for the North Port St. Joe Water System Improvement Grant.

*Request for Reimbursement*

Mr. Ballister noted that the North Florida Child Development project ended in June and that additional work for the ADA Bathrooms had caused an overrun in his budget. Mr. Ballister asked if the Commission would reimburse the Apalachee Regional Planning Council \$4,449.57 for expenses that had been incurred on the Bathroom project. Consensus was that there were no funds budgeted for this and the Commission would not be able to make the reimbursement.

*CDBG Water Line Replacement Grant #2*

Signatures for the project have been obtained and will be provided to Mr. Ballister.

*Request to Waive Rental Fees from Street Dance Committee and Covenant Hospice*

A Motion was made by Commissioner Buzzett, second by Commissioner Patterson, to waive Rental Fees for both requests. All in Favor; Motion carried 5-0.

**Public Works – John Grantland**

Flushing remains to be done between the Surface Water Plant and the St. Joe Beach Booster Station. Once this is completed, flushing will continue to the beaches service area.

**Surface Water Plant – Larry McClamma**

The Disinfectant by Products tests were very good. The acceptable state level is 80 and our levels were 35.5 for the quarter and our rolling average was 69.05.

The Tenth Street Water Tank has been down for cleaning. Utility Services will clean the tank, which has not been cleaned since the Surface Water Plant came on line, for free and noted that the tank is in really good shape. The fill line to the tank produced colored water and was flushed until the water was clear. Mr. McClamma noted that the fill line is in need of servicing.

**Wastewater Plant - Lynn Todd**

Ms. Todd shared that the #1 Grit King has failed again, it has been flushed and they are operating in by-pass mode. North Florida Construction and Hydro International have been contacted. A solution to the problem is needed and there is also a conference call Thursday at 10:00 A.M. to discuss this and other problems as well.

The Bar Screen which has been out of service was under warranty and a replacement part was provided.

Ms. Todd noted that more scrap metal was collected in the cleanup of the old water plant than was expected and it generated approximately \$2,447 in revenue.

**City Engineer – Clay Smallwood**

*Headworks and Sprayfields Update - Nothing to report at this time.*

*Water Distribution Phase I Update*

Mr. Smallwood anticipates that all road patching will be completed tomorrow. I-C Contractor has been hand raking in preparation for grassing and the punch list is being formulated.

### *Water Study Update*

GIS Maps for CDM have been completed and will be used as a tool to analyze and lead to areas for testing. They anticipate having a Gap Analysis Summary Memo available next week.

A Motion was made by Commissioner Buzzett, second by Commissioner Kennedy, to approve milling and stabilizing of the cut made by CVS on First Street. The cost is approximately \$4,100. All in Favor; Motion carried 5-0.

### **Code Enforcement**

Mr. Burkett's Activity Report was reviewed, no action was required.

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

The Masonic Lodge Fire Investigation has been closed. A warrant has been signed and an arrest is anticipated shortly.

Chief Barnes introduced our new City Policeman, Ricky Tolbert. Officer Tolbert has 27 years in law enforcement and most recently ran the Drug Investigations Unit of the Gulf County Sheriff's Department.

### **PSJRA – Gail Alsobrook**

#### *Office Location Status*

Space will be available for the PSJRA at the Local Color Building. The Chamber of Commerce has approved the relocation and space will be available on April 1, 2013. Relocation, ground maintenance and other expenses are being discussed. Attorney Gibson will be talking with Gulf County Attorney Jeremy Novak to resolve these issues.

#### *Follow-up Report on MLK Sidewalk Project Workshop*

The Workshop Meeting, which was originally planned for the Washington Gym, was moved to the Washington Improvement Group Building. Ms. Alsobrook felt that the meeting went well and it provided an opportunity to clarify the project plans. Preble Rish currently has the Design Plans.

#### *Request Approval to Re-Advertise Phase IV Highway 98 Landscaping (North Port St. Joe Gateway)*

Ms. Alsobrook requested that she be allowed to rebid the project as the low bidder had sharply different cost and indications were that the bidder did not understand the soils involved. A Motion was made by Commissioner Buzzett, second by Commissioner Kennedy to rebid the project. All in Favor; Motion carried 5-0.

*The PSJRA's Annual Report has been placed in each Commissioner's City Hall Mail Box.*

#### *Status of Lighthouse Documentary Bids*

Five packets were received. After review of the qualifications, it was recommended that the submittal of Lisa Curry and Clayton Long be accepted. A Motion was made by Commissioner Kennedy, second by Commissioner McCroan, to enter into a contract with Lisa Curry and Clayton Long. All in Favor; Motion carried 5-0.

#### *Status of Billy Joe Rish Memorial Parking Lot Bids*

One submittal was received from Eco Sea Scape. Ms. Alsobrook is contacting USDA to see if one bid is acceptable or if they require more.

*PSJRA Minutes of January 17, 2013, and were included in the Agenda for the Commission's perusal.*

**City Clerk – Charlotte Pierce**

*Cemetery Re-Platt* - Mrs. Pierce shared that there are very few 8 and 4 space plots at Holly Hill Cemetery available. She requested that some plots in Block K and M be converted to 8 and 4 space plots. A Motion was made by Commissioner Buzzett, second by Commissioner Patterson, to make the conversion. All in Favor; Motion carried 5-0.

**Citizens to be Heard**

Barbara Vantreese requested permission to have two directional signs erected to help people locate the Gulf County Humane Society and Thrift Shop. The signs would be at the Intersection of Knowles Avenue & Highway 71 and the other at Knowles Avenue & Tenth Street. Ms. Vantreese will need to complete a Sign Application before help can be given.

Lorida Gingell, on behalf of the Gulf County Chamber of Commerce, thanked the City for their help with the annual dinner. She specifically mentioned the Public Works Department and their assistance.

**Discussion Items by Commissioners**

*Commissioner Buzzett* – Nothing at this time.

*Commissioner McCroan* – Nothing at this time.

*Commissioner Patterson* thanked John Grantland for his assistance with a citizen. He also shared that he continues to receive complaints that golf carts cannot be driven across the local highways.


Commissioner Kennedy noted that the inability to hear speakers in the Centennial Building continues to be a problem.

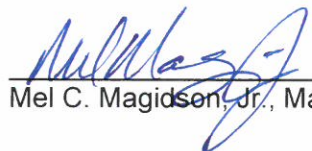
Mayor Magidson shared that he would be qualifying to seek re-election to the Mayor-Commissioner seat that he currently holds.

Due to several Commissioners being out-of-town on March 19, the consensus was to cancel the Regular Meeting on that date and if necessary, have a Special Meeting on March 26, 2013.

A Motion was made by Commission McCroan, second by Commissioner Kennedy, to adjourn the Meeting at 7:20 P.M.

Approved this 2<sup>nd</sup> day of April 2013.

  
Charlotte M. Pierce, City Clerk

  
Mel C. Magidson, Jr., Mayor



**MINUTES OF THE MARTIN LUTHER KING, JR., BOULEVARD SIDEWALK IMPROVEMENTS GRANT WORKSHOP BY THE BOARD OF CITY COMMISSIONERS FOR THE CITY OF PORT ST. JOE FLORIDA, HELD AT THE WASHINGTON IMPROVEMENT GROUP BUILDING FEBRUARY 26, 2013, AT 6:10 P.M.**

This was a Public Meeting advertised by the Port St. Joe Redevelopment Agency for the purpose of sharing with the community about the Martin Luther King, Jr., Boulevard Sidewalk Improvement Grant. The Meeting was advertised so that the Mayor and Commissioners could attend without creating a Sunshine Law violation. There was no quorum of City Commissioners for the Meeting.

The following were present: Mayor Magidson and Commissioner Patterson. City Manager Jim Anderson, City Clerk Charlotte Pierce and Public Works Director John Grantland were also present. Commissioners Buzzett, McCroan, Kennedy and City Attorney Tom Gibson were absent.

Gail Alsobrook, Port St. Joe Redevelopment Agency (PSJRA), welcomed those attending. The Pledge of Allegiance was recited and a prayer was given by Mayor Magidson.

Ms. Alsobrook thanked Clay Smallwood of Preble Rish Engineering and Gulf County Commissioner Tan Smiley for their assistance with the project. She noted that this project is a collaboration with the City of Port St. Joe. Funding consist of \$200,000 from the USDA and \$10,000 will be provided by the PSJRA.

The purpose of the grant will be to fund infrastructure for storm water runoff, provide sidewalks and parking for Martin Luther King, Jr., Boulevard from Avenues A to D. The businesses at the time of the USDA RBEG Grant Application were B & C Autonet, TEW Video, Korner Stop & Go, Precious Moments, Nana's Treats, and Driesbach Cleaners. Emerging businesses were C & L Cleaners, Vision Building, and Byrd House Restaurant.

Clay Smallwood noted that ADA routes will be provided, the grant will improve storm water runoff, allow for green space and crosswalks at the intersections. He anticipates an April bid date for the project. Mr. Smallwood also shared that there is a possibility the CDBG Grant for the North Port St. Joe Water System Improvements will be done at the same time to eliminate damaging work done by this project.

Several citizens asked questions about the project.


Commissioner Patterson noted that any project takes time; that the goal is to make this area the best it can be and he encouraged citizens to call if with any problems related to the project.

Mayor Magidson reminded those present of the 100<sup>th</sup> Birthday Celebration for the City and asked them to share any photos they may have.

The workshop was adjourned at 6:45 P.M.

Approved this 5<sup>th</sup> day of March 2013.

  
Charlotte M. Pierce, City Clerk

  
Mel C. Magidson, Jr., Mayor