

**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, OCTOBER 18,  
2011 AT 6:00 P.M.**

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

**Consent Agenda:**

**National Friends of Libraries Week Proclamation:**

Mayor Magidson presented Cathy Colbert, Sheila Mahlkov, Mary K. Carpenter & Bobbye Johnson a proclamation declaring the week of October 16, 2011-October 22, 2011, National Friends of Libraries Proclamation.

**Rotary International Proclamation:**

Mayor Magidson noted that Rotary International was founded in 1905, and launched a program called Polio Plus in 1985 with the goal of eradicating Polio.

Mayor Magidson presented Father Tommy Dwyer, president of the Local Rotary Club, a proclamation declaring October 24, 2011, as World Polio Day.

**Minutes:**

Motion by Commissioner Gingell, 2<sup>nd</sup> by Commissioner Kennedy, to approve the Minutes for the August 23, 2011 Workshop. All in Favor; Motion carried 4-0

Commissioner Kennedy asked, "Did the City have a stenographer for the October 25, 2011?"

Mr. Anderson responded, "The City didn't hire one, but a stenographer was present."

Commissioner Gingell would like to add a comment that she made at the October 18, 2011 meeting. Commissioner Gingell would like for the City to follow thru with the county and Roy Lee Carter at the County Extension Office to make sure all the fields of Invasive Grasses have been removed and are monitored periodically.

Mayor Magidson noted that it would probably be appropriate to notify the County Administrator, Don Butler, to make sure they are aware of the action we have taken.

Commissioner Gingell is not sure who permitted the experimental fields of Invasive Grasses.

Motion by Commissioner Gingell, 2<sup>nd</sup> by Commissioner Kennedy, to approve the Minutes for the October 4, 2011 Regular Meeting with the addition of the comment from Commissioner Gingell. All in Favor; Motion carried 4-0.

**Regular Agenda:**

**City Attorney:**

**BP Claim Update:**

Attorney Gibson noted that the BP Claim has been released and sent to our Attorney for final resolution.

Mayor Magidson noted that we have agreed upon a claim amount after recalculating a few things from the first offer to approx. \$320K less Accounting and Legal Fees for 2010 Losses only. If we can prove losses for this year we could file another claim. He believes we have received satisfactory results.

**Smart Growth Implementation Assistance:**

Attorney Gibson noted that the deadline to apply for grants is at the end of the month. City Planner Marina Pennington will review our options and Mr. Gibson bring her recommendation back to the Commission at the next meeting.

**City Manager, Charlie Weston:**

**David B. Langston Drive Dedication:**

Mr. Weston indicated that a dedication will be held on site for the new David B. Langston Drive Tuesday October 25, 2011 at 5:00 P.M.

**David B. Langston Drive:**

Commissioner Kennedy noted that a lot of people stepped up to help make the road a reality. It seems like the PSJRA was going to provide lighting, sidewalks and sod on the new road. He feels that it's a good time to pursue funding.

Commissioner Gingell indicated that the PSJRA would provide sod immediately with lighting and sidewalks to be provided later when it becomes affordable.

Mr. Weston will discuss the issue with Gail Alsobrook the PSJRA Director.

**City Website:**

Mr. Weston noted that the upgrades to the City Website will go "live" tomorrow and will include the ability to make online payments. We have tried to make it a website that is meaningful to the public. He recognized staff for their work on the project, especially Robin Combs.

**Community Appreciation Day:**

Commissioner Kennedy indicated that the event is scheduled for November 19, 2011, from 9:00 A.M.-2:00 P.M. The free event will begin with a walk from the STAC House to the Centennial Building and a dedication for the Port Trail is planned for 11:30 A.M. at the Centennial Building. The intent is to show the City's appreciation to our citizens. We are also trying to stock the Food Bank with canned goods at the STAC House and/or Scout Hut.

**Gulf Pines Hospital:**

Mr. Weston noted that we are looking at grant possibilities for the demolition of the building.

Mayor Magidson asked, "Has the IRS taken any action on the property?"

Attorney Gibson noted that he left a message today with the IRS office in Jacksonville.

**Nancy Leist, Feral Cats:**

Ms. Leist would like for the City to place a message on the City Utility Bills reminding citizens to have their pets spayed or neutered. The problem with feral cats is affecting a lot of people in town. She has been trying to contact the University of Florida to request having a clinic here on an annual basis to deal with the problem. She would also like for the City to take a more proactive approach to feral cats.

Mayor Magidson asked, "Do we have two veterinarians in town?"

Ms. Leist responded, "Yes, but only Dr. Bias does surgeries."

Commissioner Kennedy noted that this is a serious problem. If we could be more proactive, maybe we could make some headway.

Ms. Leist indicated that most programs work on volunteers.

Mayor Magidson noted that he would be happy to write a letter to the University of Florida and contact Tim Nelson as well.

**Planning and Development Review Board Membership.**

Mr. Weston indicated that we have three members on the PDRB Board whose term expires on November 21, 2011.

Mayor Magidson believes that we are required to advertise for the volunteers.

Motion by Commissioner Gingell, 2<sup>nd</sup> by Commissioner Patterson, to advertise for Planning and Review Board memberships. All in Favor; Motion carried 4-0.

### **Retirement Announcement, Glenn Davis:**

Mr. Davis thanked the Board for the opportunity to work for the City. He indicated several factors went into his decision and is requesting payment of 520 hours of Sick Leave and for his Annual Leave of approx. 200 hrs as of November 11, 2011.

Mayor Magidson expressed his appreciation for Mr. Davis' thirty eight years of service which in itself is commendable. We will miss you and whatever our policy is, you are entitled to.

Mr. Davis noted that the Personnel Manual says one thing, but policy is another.

Mayor Magidson wished that Mr. Davis would reconsider, but he appreciates all his hard work.

### **WastePro Proposed Rate Increase:**

Mr. Weston indicated that a 3.6% rate increase has been requested effective January 1, 2012. WastePro agreed not to raise the rates for at least one year when they purchased EWS.

Mayor Magidson noted that something in the contract allows for a rate increase.

Mr. Weston responded, "Yes, up to 4% per year, but they should have given us the request before the new budget. I would like to send them a letter requesting no rate increase until May 2012.

Commissioner Gingell asked, "How much is 3.6%?"

Mike Lacour responded, "\$13K -\$15K for nine months."

### **WastePro Recycle Program:**

Mr. Weston noted that a letter has been sent to all the businesses encouraging them to utilize the Recycle Program.

Commissioner Gingell asked, "Where is the Recycle Bin located at the STAC House?"

Commissioner Kennedy responded, "At the site of the old Tennis Court."

**Port Theatre Initiative:**

Mr. Weston noted that he has been asked to sit on the Board of Directors and feels that this site could serve as the anchor for Reid Avenue.

**Surface Water Plant:**

Mr. Davis indicated that the lead & copper test results are good and the White City Water Tank is scheduled for cleaning next month. We have had nine employees pass their test and four more are scheduled to sit for exams.

Mr. Davis requested direction as to the continued use of the Corrosion Inhibitor.

Mayor Magidson feels that we need to contact John Pope at DEP for direction.

Mr. Davis responded, "I hope the removal of Corrosion Inhibitor works, but there is a good chance it will get worse. Do you want me to write the letter?"

Mayor Magidson thinks that we should get Mr. Pope here to discuss the issue and stated, "I've always respected his input."

Mr. Davis noted that November 11, 2011, is his last day and Lynn Todd needs some help.

Mayor Magidson doesn't want to have a greater issue due to a lack of personnel.

Mr. Davis indicated that the City is required to have an operator with a Class A License in Water and a Class B in Sewer. Unless an employee passes the Class B License for Sewer the City will not have a licensed operator when he retires.

Mr. Weston recommends filling Mr. Davis' position, but not that of Tracie Norwood at this time.

Ms. Todd noted that she will be out on Annual Leave from November 16, 2011, thru Thanksgiving. She doesn't have anyone to handle sampling requirements in her absence. She will be retiring in May 2016, and needs someone to do outside

sampling. Her job has always been compliance, sampling and monitoring. It takes a minimum of one year to train someone and she is asking for help.

Mayor Magidson indicated that we need to schedule a workshop soon. If we reorganize that's fine, but we need a workshop when Commissioner Buzzett returns.

Mr. Davis noted that he and Ms. Todd know what their needs are.

**Waste Water Plant:**

No update

**Public Works:**

**Auto Read Water Meters- Sole Source Certification:**

Mr. Grantland indicated that we are proposing the replacement of approx. 500 Water Meters. Included in the agenda packet are letters that Empire Pipe is the sole provider.

Motion by Commissioner Gingell, 2<sup>nd</sup> by Commissioner Kennedy, to certify Empire Pipe as a Sole Source Provider of the Water Meters. All in Favor; Motion carried 4-0.

Mr. Grantland noted that the installation of the new Water Meters should be completed November 21, 2011.

Mr. Davis asked, "Do we expect any upsets in the Water Distribution System during installation?"

Mr. Grantland responded, "No difference than normal Water Meter changes."

Ms. Todd noted that on November 8, 2011 Water Samples are scheduled.

**City Engineer:**

Commissioner Kennedy asked, "When is the start date for the Madison Street/Garrison Avenue Multi-Path?"



Clay Smallwood, III, indicated that we have a contract issue with Anderson Columbia wanting to sub out a large portion of the work. The contractor is working on the issue and once resolved, the NTP will set the contract start date.

Mr. Weston noted that the contractor wanted to sub out approx. 80% of the work.

Commissioner Gingell asked, "How long do we give the contractor to resolve the issue?"

Mr. Weston believes the contractor will comply in the next few days.

Commissioner Gingell requested that this item be placed on the next Commission Agenda.

Commissioner Kennedy requested that the project be coordinated with the School System in reference to the work to be performed at the ditch adjacent to the High School.

#### **Code Enforcement:**

#### **Community Clean-up:**

Mr. Weston noted Minnie Likely will be finalizing her plans for the Community Clean-Up in the next few days.

#### **House Demo Program:**

Mr. Weston thanked the County for the joint venture that removed five houses that were a public safety issue.

Commissioner Patterson asked, "Were any structures removed on Avenue E?"

Mr. Grantland responded, "Yes, two."

Commissioner Gingell asked, "Do we have any more scheduled for demo?"

Mr. Weston responded, "Yes, I've asked Richie to create a standing list."

Commissioner Gingell noted a big thanks to County Commissioner Smiley.



**Police Department:**

Mr. Weston noted that Chief Barnes is doing well after Knee Surgery.

**Grants:**

Mrs. Pierce indicated that all employees should have received their new BC/BS Insurance Cards. If someone still needs a card, please see her.

Mrs. Pierce also provided the Commission with a summary of grant activity for the past two weeks.

Commissioner Kennedy asked, "I didn't see grants in reference to housing?"

Mr. Weston noted that we will start working with a Grant Writer next spring.

**PSJRA:**

No update, Gail Alsobrook is attending a conference in Orlando.

Commissioner Gingell noted that Patrick Jones was not able to attend tonight's meeting as well.

**Citizens to be Heard:**

No one spoke.

**Commissioner Comments:**

Commissioner Patterson thanked Mr. Davis for the work he has done.


Commissioner Gingell thanked Mr. Davis and Mrs. Pierce for her involvement with Open Enrollment for Insurance.

Commissioner Gingell would also like to direct staff to follow-up with Roy Lee Carter at the County Extension Office by letter to make sure the fields of Invasive Grasses are contained.

Mayor Magidson agrees, but it's not in the City. He feels that it would be appropriate to send a letter to the County stating our concerns.

Motion by Commissioner Patterson, 2<sup>nd</sup> by Commissioner Gingell to adjourn at 7:24 P.M.

Approved this 1<sup>st</sup> day of November 2011.

  
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Jim Anderson, City Clerk

  
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Mayor Magidson