

**October 2, 2012**

**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.**

**Call to Order**

**Consent Agenda**

**Minutes**

- September 18, 2012 Regular Meeting

**Pages 1-4**

**City Attorney**

- Update

**City Manager Report**

**Old Business:**

- Lighthouse- Update
- RESTORE Act Committee- Update
- Centennial Celebration- Update
- Employee License Policy- Update
- RFP 2012-11 Chipola Pump Motor- Update

**New Business:**

- Jerry Stokoe- Salvation Army Food Drive
- Employee License Policy- Update
- RFP 2012-10 Police Dept. Roof
- Service Fees- Discussion
- Ghost on the Coast

**Pages 5-13**

**Pages 14-16**

**Public Works**

- First Street Lift Station- Request to Bid

**Surface Water Plant**

- Update

**Waste Water Plant**

- Update

**City Engineer**

- Headworks and Sprayfield Project- Update
- Water Distribution System Upgrades Phase I & II- Update

**Pages 17-18**

**Code Enforcement**

- Update

**Page 19**

**Police Department**

- Surplus Property

**Page 20**

**PSJRA**

- **Update**

**City Clerk**

- **Update**

**Citizens to be Heard**

**Discussion Items by Commissioners**

**Motion to Adjourn**

# 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, September 18, 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 Patterson, second by Commissioner McCroan, to approve the Minutes of the Workshop and Regular Meeting of September 4, 2012, and the Special meeting of September 12, 2012. All in Favor; Motion carried 5-0.

### CITY ATTORNEY - Tom Gibson

A Motion was made by Commissioner Kennedy, second by Commissioner Patterson, to have the Second Reading of Ordinance 485, Irrigation Rates. All in Favor; Motion carried 5-0.

A Motion was made by Commissioner Buzzett, second by Commissioner McCroan, to adopt Ordinance 485, Irrigation Rates. All in Favor; Motion carried 5-0.

## CITY MANAGER'S REPORT

### Old Business

#### *Lighthouse*

Mayor Magidson met on site September 10, 2012, with representatives involved in the relocation of the Cape San Blas Lighthouse Complex. Due to the rapid erosion, the U. S. Air Force will be temporarily moving the two keepers' quarters and the oil shed inland 100' to 150'.

#### *RESTORE Act Committee*

Commissioner Kennedy reported that the RESTORE Act Committee will be meeting each Tuesday from 11:00 A.M. to Noon at the Emergency Operations Center. Commissioner Kennedy requested that Mr. Anderson attend the meetings as a representative from the City.

Mayor Magidson encouraged citizen participation at these meetings.

Attorney Gibson cautioned the Commissioners that these meetings need to be publicly noticed if more than one Commissioner would be attending. Mr. Anderson will post the meetings.

#### *Centennial Celebration*

Mayor Magidson updated the Commission on the Committee Membership. Dr. Tim Nelson has agreed to serve on the Committee. The next Committee meeting will be September 20, 2012.

#### *On-Call Policy*

A Motion was made by Commissioner Buzzett, second by Commissioner Kennedy, to adopt the revised On-Call Policy. All in Favor; Motion carried 5-0.

## New Business

#### *Jerry Stokoe Salvation Army Food Drive*

Mr. Stokoe was unable to attend the meeting.

*Planning Board Recommendations Development Order Request William J. Kennedy*

The Planning and Development Review Board recommended approval of Commissioner William J. Kennedy's Development Order Request, contingent upon several items, to the Commission. The items in question, screening for the dumpster pad, an issue with the stormwater permit, and Contract with the Port Inn have been resolved.

Commissioner Kennedy completed Form 8B – Memorandum of Voting Conflict For County, Municipal And Other Local Public Officers. The form is attached and Commissioner Kennedy abstained from voting.

Jack Husband of Southeastern Consulting Engineers, Inc., spoke on behalf of Mr. Kennedy. Port Cottages LLC is proposing to construct a new development on two parcels located in Section 1 Township 8S Range 11W in Gulf County. The structures will be located at 314 Cecil G. Costin, Sr., Blvd and will feature six units of approximately 625 square feet each based on the old Florida style shotgun architecture. Each unit will be furnished and consist of two bedrooms, one and one half baths, fully equipped kitchen, and full size washer and dryer.

A Motion was made by Commissioner Patterson, second by Commissioner McCroan, to approve the Development Order Request of William J. Kennedy. Mayor Magidson, Commissioners Patterson, McCroan and Buzzett voted in favor of the Motion. Motion carried 4-0 with Commissioner Kennedy abstaining.

*Budget Schedule*

Mr. Anderson reminded the Commissioners that the Final Hearing for the 2012 / 2013 Budget will be held on Friday, September 28, 2012, at 6:15 P.M.

*Employee License Policy*

After discussion, this item was tabled to allow more time for review.

*Landscaping Contract for City Parks*

A Motion was made by Commissioner Kennedy, second by Commissioner Patterson, to extend the Landscaping Contract for the City Parks with Gulf Coast Property Services LLC. The contract meets the criteria, and will provide 12 months of service for \$57,500 where the current contract was for 10 months at \$5,200 per month. All in Favor; Motion carried 5-0.

*RFP 2012-07 Highway 98 and Highway 71 Landscaping*

One proposal, from Coastal Design and Landscaping Inc., was received in the amount of \$17,750 for RFP 2012-07. It was the recommendation of Staff to accept the proposed amount of \$17,750. The Port St. Joe Redevelopment Association covers 25% of the cost. A Motion was made by Commissioner Buzzett, second by Commissioner Kennedy, to approve the proposal. All in Favor; Motion carried 5-0.

*RFP 2012-10 Police Department Roof*

Four bids were received. Staff is reviewing each bid and will have a recommendation at the October 2, 2012, meeting.

*RFP 2012-11 Chipola Pump Motor*

One bid, in the amount of \$106,000.00, was received from Gilbert Pump and Mechanical, Inc. To date, \$38,685 has been spent leaving \$64,315 in the budget for the project.

Mr. Anderson noted that the options at this point were to sit back and wait, attempt to find money, or rebid the project.

Commissioner Buzzett requested that a letter be sent to Northwest Florida Water Management District asking for grant assistance with the motor.

A Motion was made by Commissioner Buzzett, second by Commissioner Kennedy, to proceed contingent upon funds from Northwest Florida Water Management District. All in Favor; Motion carried 5-0.

**Public Works – John Grantland**

A Motion was made by Commissioner Patterson, second by Commissioner McCroan, to advertise for a new position of Utility Service Worker (Water Distribution) in the Public Works Department. All in Favor; Motion carried 5-0.

**Surface Water Plant – Larry McClamma**

Mr. McClamma did not have anything new to report at this time.

**Wastewater Plant – Lynn Todd**

Ms. Todd noted that there had been an electrical fire in the forklift. This is a very old piece of equipment, it is unserviceable and needs to be declared surplus.

**City Engineer – Clay Smallwood**

*Headworks and Sprayfield Project*

Mr. Smallwood reported that the Grit King representatives will be in town next Monday.

*Water Distribution System Upgrades Phases I*

Work continues on the project and there have been several water outages which have been addressed. Work will be starting in the vicinity of 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>, 9<sup>th</sup> and 10<sup>th</sup> Streets as well as Marvin and Woodward Avenues.

Mr. Anderson shared that information on the milestones that have been reached in the project will be placed in the Commissioner's mail boxes.

Mayor Magidson requested that the contractors be sensitive to the driveway issues of our citizens.

**Code Enforcement**

The Activity Report provided by Mr. Burkett was reviewed.

Commissioner Patterson shared his concerns of an overgrown grass issue on Third Street.

**Police Department – Chief Barnes**

Chief Barnes did not have any updates to share at this time.

**PSJRA – Gail Alsobrook**

A motion was made by Commissioner Patterson, second by Commissioner Buzzett, to award a Planning Grant in the amount of \$15,000 to The Associates LLC. These funds are to be used for Development / Architectural Design; Professional development consulting for services integrating planning and entitlements, architectural design, communications, environmental and specialty consulting essential to the feasibility, quality and sustainability of this project. All in Favor; Motion carried 5-0.

Ms. Alsobrook requested a letter from the City authorizing a separate budget for the PSJRA in the General Fund of the City's budget.

A motion was made by Commissioner Buzzett, second by Commissioner Kennedy, to approve the request. All in Favor; Motion carried 5-0.

**City Clerk – Charlotte Pierce**

Nothing to report at this time.

**Citizens to be Heard**

No one from the public wished to speak.

**Discussion Items by Commissioners**

Commissioner Buzzett shared his concerns earlier in the meeting.

Commissioner McCroan, nothing at this time.

Commissioner Patterson did not have anything to discuss.

Commissioner Kennedy expressed his appreciation for the many acts of sympathy expressed to him and his family at the recent death of his father in law.

Mayor Magidson encouraged everyone to get the word out about the availability of local jobs with Eastern Shipbuilding. The company would like to hire local individuals but they have not had the response they anticipated.

A Motion was made by Commissioner Buzzett, second by Commissioner Patterson, to adjourn the Meeting at 7:15 P.M.

Approved this \_\_\_\_\_ day of \_\_\_\_\_ 2012.

\_\_\_\_\_  
Mel C. Magidson, Jr., Mayor

\_\_\_\_\_  
Charlotte M. Pierce, City Clerk

**RFP # 2012-10**  
**Re-Advertisement**  
**Police Station Roof**  
**September 17, 2012**  
**City Commission Chambers**

VENDOR	BID AMOUNT
Richard D. Barfield Roofing, Inc.	13,580
Cathey Construction & Development	63,100
Rowe Roofing	opt 1                      opt 2                      opt 3 32,000                      25,000                      22,000
Winterfell Const.	12,427
* 7% local preference	
13,580 x 7% = 950.60	
13,580 - 950.60 = 12,629.40	





## Clarifications and Exclusions

### Items Specifically Clarified and Excluded from Bid:

1. We exclude any asbestos abatement if needed.
2. We exclude any sod or seeding of disturbed areas.
3. We exclude replacing of any decking material.
4. This roof system is a membrane roof system not a torch down system.
5. We include a 15 year manufactures warranty and can provide a 20 year warranty for an additional \$2,500.00.

## Terms

Kyle Rutt, Project Manager/Estimator  
(850)648-5100

End of Quotation

