

# **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, December 3, 2013, AT 6:00 P.M.**

The following were present: Mayor Magidson, Commissioners Buzzett, McCroan, Patterson and Thursbay. City Manager Jim Anderson, City Clerk Charlotte Pierce and Attorney Tom Gibson were also present.

## **CONSENT AGENDA**

### **Minutes**

A Motion was made by Commissioner Thursbay, second by Commissioner Patterson, to approve the Minutes of the Joint Commission / PDRB Workshop on November 18, 2013; Regular Commission Meeting of November 19, 2013 and the Workshop Meeting of November 21, 2013. All in Favor; Motion carried 5-0.

### **CITY ATTORNEY – Tom Gibson**

#### *Legacy Trust Program Update*

Mr. Gibson shared that a response has not been received from the Office of Insurance Regulation and that we cannot move forward until that is received.

#### *Resolution 2013-08 Enterprise Zone Expansion*

A Motion was made by Commissioner McCroan, second by Commissioner Thursbay, to approve Resolution 2013-08 Enterprise Zone Expansion. All in Favor; Motion carried 5-0. This resolution involves the property on Clifford Sims Drive and makes it more financially viable for the PACES Foundation project.

#### *Ordinances 491, 492 and 493 Comprehensive Plan Update Second Reading and Consideration of Adoption*

Ordinances 491, 492 and 493 were reviewed by the Planning Development and Review Board and recommended for adoption. A Motion was made by Commissioner Buzzett, second by Commissioner Thursbay, to read Ordinances 491, 492 and 493 by title only. All in Favor; Motion carried 5-0. Attorney Gibson read each Ordinance by title only.

A Motion was made by Commissioner Thursbay, second by Commissioner Buzzett, to adopt Ordinance 491, 492 and 493. All in Favor; Motion carried.

## **CITY MANAGER'S REPORT**

### **Old Business**

#### *Utility Billing Write-Off Policy*

A Motion was made by Commissioner Buzzett, second by Commissioner Patterson, to approve the proposed Utility Billing Write-Off policy (See attached Exhibit A). All in Favor; Motion carried 5-0.

#### *Utility Bill – Michael Mork*

After adoption of the Utility Billing Write-Off Policy, Mr. Mork's bill will be adjusted. This will cover the months of September, October and November. Mr. Anderson noted that the original bill was \$4,487.15 and with the new policy it was reduced to \$418.24.

#### *Centennial Building Roof*

City staff has cleaned the scuppers, the roof looks very good, and the original contractor will be called concerning the warranty of the roof as there are still some issues that need to be reviewed. Commissioner Buzzett requested that this item remain on the Agenda until it is resolved.

## **New Business**

### *Employee Appreciation Dinner*

Mr. Grantland shared that \$4,920 was received from the sale of scrap metal. A Motion was made by Commissioner Buzzett, second by Commissioner Patterson, to have the dinner on Thursday, January 9, 2014. All in Favor; Motion carried 5-0.

### *New Year's Eve Fireworks – TDC*

A Motion was made by Commissioner McCroan, second by Commissioner Thursbay, to approve the New Year's Eve fireworks. All in Favor; Motion carried 5-0. Jennifer Jenkins, Gulf County TDC, will be coordinating the event. The contract will be signed by the City and all expenses will be paid by the TDC.

### *Food Pantry Donation – Commissioner Thursbay*

Commissioner Thursbay requested that a \$500 donation be made to the Food Pantry from funds generated from the sale of scrap metal.

Mayor Magidson noted his objection to using City funds for a contribution to a private entity. He shared the success of the Gulf County Republican Party's endeavors to raise non-perishable donations and cash contributions for the Food Pantry.

John Parker addressed the Commission and stressed that he felt they were going down a slippery slope with the contribution as they would be giving to one entity and not others.

Lorinda Gingell shared that three truckloads of non-perishable items and \$315 in cash had been collected by the Gulf County Republican Party for the Food Pantry. She also noted the help of the Boy Scouts in collecting 2 truckloads of donations.

John Grantland reminded the Commission that the sale of scrap metal was for the Employee Appreciation Dinner and use of these funds for other projects were not discussed.

A Motion was made by Commissioner Thursbay, second by Commissioner McCroan, to contribute \$500 from the sale of scrap metal to the Food Pantry. Commissioners Thursbay, Patterson and McCroan voted yes with Mayor Magidson and Commissioner Buzzett voting no. Motion carried 3-2.

## **Public Works – John Grantland**

Mr. Grantland noted that unidirectional flushing will begin tomorrow in the Highland View area.

### **Surface Water Plant – Larry McClamma**

Mr. McClamma shared that DEP will be at the Surface Water Plant tomorrow for an annual review. He also noted that a change will be made in the injection points for the chlorine and orthophosphates to combat manganese removal.

### **Wastewater Plant – Lynn Todd**

#### *Wastewater License Requirements*

Ms. Todd requested that a change be made to the current license requirements. She did not feel that enough time is given for school and the state exams.

A Motion was made by Commissioner McCroan, second by Commissioner Buzzett, to change our license requirement to allow the state exam to be taken up to 3 times in 24 months; the City will pay for 2 times and if it is necessary for an employee to take the exam a third time, it will be at the employee's expense. All in Favor; Motion carried 5-0.

Ms. Todd noted that Sidney Harris will be taking the state exam Friday and Matt Gannon will sit for his state exam in mid December.

The Grit Kings are still down and Mr. Anderson shared that a letter will be written to Hydro requesting the issue be resolved. He also noted that final payment has not been made to Hydro because of the problems.

Ms. Todd shared that the SolarBee aerators will be installed on December 17 and 18, 2013 and the Wastewater Plant currently has 4 very "iffy" aerators running.

### **City Engineer – Clay Smallwood, III**

#### *Traffic Study Update*

A design variance approval has been approved by FDOT in Tallahassee which should free up FDOT in Chipley to issue the permit. Mr. Smallwood noted there are several requirements that will have to be met at the end of one year which are a 12 month crash data summary including actual crash reports for the referenced intersection and an update of the intersection typical average daily traffic volumes and AM / PM peak hours volumes including the number of golf carts traversing the intersection.

#### *Water Study Update*

Virginia Tech is in the last phase of testing and he anticipates receiving an update from them the first of February.

#### *CDBG Water and USDA Sidewalk Replacement Update*

The Department of Economic Opportunity and USDA are reviewing the projects and Mr. Smallwood expects to hear from both entities shortly.

Mr. Smallwood noted that the FDOT 5 year work plan included approval of the Safe Route to Schools Grant for the City of Port St. Joe. Design funds should be available in FY 2015 which starts in July 2014 and construction money should be in the budget for FY 2018 which starts in July 2017.

### **Code Enforcement**

Mr. Burkett's report was reviewed. No action was taken.

### **Police Department**

No one was present from the Police Department.

### **Port St. Joe Redevelopment Association (PSJRA) – Gail Alsobrook**

Ms. Alsobrook shared that the PSJRA Budget included additional funds for signage on US-98, a Kiosk on Billy Joe Rish Parking Lot deck, updated Downtown Brochure and lights for trees on Reid Avenue.

The Phase IV Landscape Project is on schedule and Ms. Alsobrook shared copies of the PSJRA FY 2013 Stakeholders' Summary Report.

Mayor Magidson requested that Ms. Alsobrook get with George and Dana Boyer on their earlier recommendations for downtown signage.

Commissioner McCroan asked about trash cans as more and more litter is being left on Third Street from a local business. Ms. Alsobrook offered the use of PSJRA trash receptacles to combat the litter issue.

### **City Clerk – Charlotte Pierce**

Mrs. Pierce did not have anything to report.

### **Citizens to be Heard**

Dr. Tim Nelson asked for clarification on the Sign Ordinance regarding the number of signs that can be on the Polarmatic Ice Building. Mr. Anderson noted that 50% of the allowable signage area can be used but he will need to research if signs can be placed on all four sides and get back with Dr. Nelson.

Amy Rogers thanked the Commission for their approval of Resolution 2013-08 Enterprise Zone Expansion and requested information on the following items:



- Boundaries of the Enterprise Zone – Mrs. Rogers was given a map of the Enterprise Zone and Mr. Gibson shared that no publically owned property can be in the Enterprise Zone.
- The area from CVS Pharmacy to Avenue A is an eyesore and needs improving. It was noted that there are issues with boring to provide irrigation because of the number of buried infrastructure lines. Gail Alsobrook will review the area to see if the PSJRA can make any improvements to the area.
- Mrs. Rogers questioned why the North Port St. Joe area was pulled from Phase I of the water improvements. Mr. Anderson noted that different funding sources were used for the project and there is currently a Community Development Block Grant scheduled to begin water system improvements in North Port St. Joe. As funding becomes available, additional improvements will be made to the area.
- Sidewalks on Avenue D – Mr. Grantland has reviewed the area and shared that he needs to meet with Clay Smallwood of PRI because of various issues in the area.

*Ann White* stated she would only take a second and addressed Mayor Magidson with WAR EAGLE! Mayor Magidson noted she took more than a second.

*Linda Tschudi* shared her concerns on the following issues:

- Lack of sidewalks, lighting and landscaping on David Langston Drive - Commissioner Patterson shared that FDOT has just approved inclusion of the Safe Route to Schools Grant in their 5 year plan which addresses these issues.
- Problems with drains sinking around pipes on Avenues E and F and Battle Street - These areas were noted and Staff will review the areas for possible improvements.
- Fair and equitable improvements to all Port St. Joe residents - It was noted that funding determines the improvements and the City is continually seeking funding sources to improve our City.

*Lorinda Gingell* questioned why the Commission took action tonight on the Food Pantry Donation as it was not on the agenda. Mr. Anderson noted that it was on the Amended Agenda that was provided prior to the meeting.

*John Parker* reminded the Commission of the Christmas Extravaganza that is planned for this weekend. There will be carriage rides, a Chili Cook-off, Poinsettias will be available for purchase, the Farmer's Market will be expanded, a parade has been scheduled and Santa will be arriving. He encouraged all citizens to support the efforts to provide activities for Saturday.

### **Items by Commissioners**

*Commissioner Thursbay* thanked Gulf County Commissioners Tam Smiley and Warren Yeager for their help with the alleyways in Port St. Joe. He also shared his concerns of additional signage being added to make drivers aware that Fifth Street ends at the Frank Pate Boat Ramp to prevent someone from driving into the water.

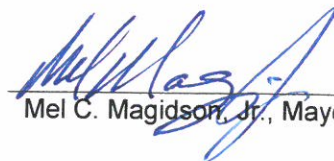
*Commissioner Patterson* asked that the sign on Cecil G. Costin, Sr., Boulevard designating "Downtown" be removed.

*Commissioner McCroan* feels that the North bound turn lane from Highway 98 to Avenue D is dangerous and is creating a safety issue. He questioned if the site could be revisited to see if changes could be made to improve the traffic flow there.

*Commissioner Buzzett* expressed his appreciation to Lisa Pickett, Guthrie Groh, Erica Norton and City Staff for their help in decorating the downtown area for the Christmas season.

A Motion was made by Commissioner Buzzett, second by Commissioner Patterson, to adjourn the Meeting at 7:40 P.M.

Approved this 17<sup>th</sup> day of December 2013.

  
Mel C. Magidson, Jr., Mayor

  
Charlotte M. Pierce, City Clerk