

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, January 15, 2013, AT 6:00 P.M.

The following were present: Commissioners Buzzett, McCroan, Patterson and Kennedy. City Manager Jim Anderson, City Clerk Charlotte Pierce and City Attorney Tom Gibson were also present. Mayor Magidson participated by telephone due to the death of his father. Mayor Pro tem Buzzett chaired the Meeting.

CONSENT AGENDA

Martin Luther King, Jr., Day Proclamation

Mayor Pro tem Buzzett noted that a proclamation had been prepared at the request of Amy Rogers. Mrs. Rogers was unable to attend the Meeting.

Minutes

A Motion was made by Commissioner Patterson, second by Commissioner McCroan, to approve the RESTORE Act Workshop Meeting and the Regular Meeting Minutes of December 18, 2012. All in Favor; Motion carried 5-0.

CITY ATTORNEY – Tom Gibson

Resolution 2013-01 – Highway 98 Streetscape Phase IV, North Port St. Joe Gateway

A Motion was made by Commissioner Patterson, second by Commissioner McCroan, to read by title only Resolution 2013-01. All in Favor; Motion carried 5-0. Mr. Anderson noted that the Port St. Joe Redevelopment Agency will be paying 25% of the maintenance for this project.

St. Joe Natural Gas Co. Inc., Utility Easement

A Motion was made by Commissioner McCroan, second by Commissioner Patterson, to enter into a Utility Easement with St. Joe Natural Gas Co. Inc. All in Favor; Motion carried 5-0. Attorney Gibson noted that there are three places in our sewer system where our lines cross the St. Joe Natural Gas Company's property and we are asking that they grant the City an easement for these lines.

CITY MANAGER'S REPORT

Old Business

Lighthouse Update

Clerk Charlotte Pierce read the letter from the United States Department of the Interior concerning the Cape San Blas Lighthouse structures. The application from the City has been approved and the next step in the acquisition process involves requesting assignment of the property from the General Services Administration for subsequent transfer. No action is necessary by the City.

RESTORE Act Committee

Mr. Anderson noted that the Committee met earlier today and there are still no Rules of Engagement. The City submitted 7 Pre-Proposal Forms for the following: Frank Pate Park Boat Ramp; Centennial Building Improvements; Lighthouse Relocation; Gulf Pines Hospital Demolition; Well Abandonments #AAA2250 & #AAD5500; Wastewater Treatment Plan Lagoon Solar Aerator System, and a new Boat Ramp on the Gulf County Canal.

Chipola Pump Motor

City Manager Jim Anderson shared that the pump motor has been ordered and anticipates a March or April delivery date.

Centennial Celebration

Mrs. Pierce noted that the Committee is now meeting twice a month, the sponsorship packet has been approved and establishment of the budget is being finalized.

Soccer Complex Update

The Meeting between Mr. Anderson, Commissioner Kennedy and Gulf County Superintendent of Schools Jim Norton had to be rescheduled due to the illness of Commissioner Kennedy.

RFP 2012-13 First Street Lift Station Pump

Mayor Magidson requested clarification of the bid advertisement. After reviewing the bid packet, a Motion was made by Commissioner Kennedy, second by Commissioner McCroan, to award the bid to Pump and Process in the amount of \$29,762. All in Favor; Motion carried 5-0. The budgeted amount was \$20,000 and the remainder of the funds will come from the sewer repair fund.

RFP 2012-14 Fork Lift

The 2005 Fork Lift quoted has been sold. A replacement offer of another 2005 with approximately 100 more hours on the equipment was offered for \$25,875. After discussion, a Motion was made by Commissioner McCroan, second by Commissioner Patterson, to purchase the alternate Fork Lift in the amount of \$25,875.00 from United Rentals. \$20,000 was budgeted for the purchase and \$5,875 will be used from the transformer disposal line item to provide the remaining funds. All in Favor; Motion carried 5-0.

RFP 2012-15 White City High Service Pump

A Motion was made by Commissioner McCroan, second by Commissioner Patterson, to award the bid in the amount of \$7,958 to Morrow Water Technologies. All in Favor; Motion carried 5-0.

ADA Compliance

Mr. Anderson noted that the bathrooms at the Centennial Building are almost finished. A walk through was conducted and punch list made. The bathrooms renovations are very nice and will be an asset to the building. Mr. Anderson noted the help of former resident Patrick Howard on this project.

New Business

Joint City / County Workshop on EDC / Chamber

The Meeting has been tentatively scheduled for January 30, 2013, at 10:00 A.M.

Tree Removal Proposal – Fresh Water Canal

After a review by Whitfield Timber Company, there will be no charge to the City for the removal of the trees as they will be given to Whitfield Timber Company for the work performed. A Motion was made by Commissioner Patterson, second by Commissioner McCroan, to have Attorney Gibson draw up a contract with Whitfield Timber Company for the removal of the trees. All in Favor; Motion carried 5-0.

Rate Study Update Proposal

A proposal from Burton and Associates to perform a Revenue Sufficiency Analysis for the City's Water and Sewer Enterprise Funds that will update the multi-year financial management plans developed in the FY 2010 Rate Study has been received. The quote from Burton and Associates is \$14,873. The amount budgeted for this review is \$14,300. A Motion was made by Commissioner Kennedy, second by Commissioner Patterson, to request that Burton and Associates accept the budgeted amount of \$14,300. All in Favor; Motion carried 5-0.

Consumptive Use Permit Renewal Task Order

The budgeted amount for the renewal is \$15,000 and the proposal is for \$7,100 plus approximately \$400 for permitting fees. This permit allows the withdrawal of water for industrial and potable wells, and surface water from the aquifer. A Motion was made by Commissioner Patterson, second by Commissioner McCroan, to approve the renewal. All in Favor; Motion carried 5-0.

Public Works – John Grantland

Mr. Grantland did not have any updates to report.

Commissioner Patterson asked about the flushing project. Mr. Grantland reported that the first round had been completed and that work on the next phase would begin shortly. He asked that if anyone experiences dirty water to please call the Public Works Department.

Mr. Anderson noted that Dr. Mark Edwards was here for the kick off for the Water Distribution Study that began today.

Surface Water Plant – Larry McClamma

Mr. McClamma reported that the new hires were on board and he is fully staffed.

Kenny Wood updated the Commission on the walk through that he, Mr. McClamma and Philip Jones conducted at the Surface Water Treatment Plant. Items addressed were access to lighting for maintenance and cleaning and some exhaust fans are not readily accessible for maintenance and cleaning. With the Water Treatment Plant having more capacity than currently needed, there are excess pumps for the beach zone. There are 7 pumps and 3 are currently running. Equalization of the pump running time is needed and we are waiting to find out what the engineer design is for the pumps. Mayor Pro tem Buzzett requested that Mr. McClamma have a follow up report on this at the next meeting.

Wastewater Plant – Lynn Todd

SCADA representatives were here last week. The equipment provided by them is not functioning at the level that it should and they will be addressing this issue.

Mr. Pettis will sit for his Class C Wastewater exam on January 25, 2013.

City Engineer – Clay Smallwood

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

Water Distribution Phase I Update

We are waiting on BacT Reports for Avenue D to Hodrick Street. Meters will be moved on Allen Memorial Way, DuPont and St. Joseph Drives. The access line on Highway 98 near Five Star will be removed. The final round of paving is expected to be done the first or second week in February.

Mr. Smallwood noted that PRI has been reviewing the MLK Sidewalk Project for stormwater and parking improvements with the Port St. Joe Redevelopment Agency. PRI is ready to begin the design phase and will be asking for feedback on the project.

Mayor Magidson asked about driveway repairs for 1031 McClellan Avenue. Mr. Smallwood responded that this has been reviewed and the drive was repaired to preconstruction status.

Code Enforcement

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

Police Department

The arson investigation is still ongoing and evidence has been provided to the FDLE Crime Lab.

PSJRA – Gail Alsobrook

MLK Sidewalk Project – The PSJRA will be coordinating with Preble-Rish and ARPC (North Port St. Joe Water Systems Improvement Grant) for bidding of the sidewalk project and the CDBG Contract as one

contract rather than duplicate these cost. Mr. Smallwood will be handling any changes that need to be made and Bruce Ballister of the ARPC will be involved in this process.

City Purchasing Policy - Ms. Alsobrook shared her concerns about the PSJRA operating under the guidelines of the City's Purchasing Policy. Mr. Anderson explained the process and state statues that govern the policy. Discussion followed and Mayor Pro tem Buzzett felt that the City's Purchasing Policy was very good, he liked the more restrictive policy and he wants to keep it.

Commissioner McCroan asked if the PSJRA falls under the Board of City Commissioners. Mayor Pro tem Buzzett responded, "That is correct." Commissioner McCroan stated that he would like to see us stick with the policy that is in place.

Mayor Pro tem Buzzett noted that the last revision of the Purchasing Policy was made October 16, 2001, and there was not a City Manager at that time. All authority for purchasing rested with the City Clerk/Auditor. Since there is a City Manager now, the policy needs to be updated.

It was consensus, by the nodding of heads of the Commissioners that all advertisements by the PSJRA would be advertised in the newspaper twice and they will operate under the guidelines of the City's Purchasing Policy.

Ms. Alsobrook asked if the City wanted every RFP that the Redevelopment Agency is going to publish be put in the agenda and approved by the Commission before it goes to the paper. Mayor Pro tem Buzzett stated that to be totally transparent, this policy should be followed. Commissioners McCroan, Patterson and Kennedy also concurred. All bids will be opened at City Hall.

A Motion was made by Commissioner Patterson, second by Mayor Magidson, to change the City's Purchasing Policy to strike "City Clerk/Auditor" as the authority to do our purchasing" and insert "The City Manager or his/her designee." All in Favor; Motion carried 5-0.

US 98 Landscaping Request to Bid – The advertising dates for the Star concerning RFP (Resolution 2013-01, which was passed earlier tonight), need to be changed to reflect the newly approved dates. This will be RFP 2013-01.

Lighthouse Film Documentary – A Motion was made by Mayor Magidson, second by Commissioner McCroan, to advertise a Request for Qualifications for a Professional-Quality Film Documentary of the Rescue and Relocation of the Cape San Blas Lighthouse. All in Favor; Motion carried 5-0. This will be RFQ 2013-01. Attorney Gibson advised that after procurement Ms. Alsobrook should step away from the project because her brother may be submitting a RFQ for the project.

RESTORE Act – Ms. Alsobrook advised the Commission that she had submitted two Pre-Proposal Forms today. Her submittals were for the Bay Park Area, less the lighthouse, and the Port Theater.

Billy Joe Rish Parking Lot Deck Kiosk – Ms. Alsobrook asked about the possibility of establishing a design competition with money left over from the project. Mayor Pro tem Buzzett noted that the public needs to be well aware of her intent and that possibly conceptual drawings through her budget would be best. He encouraged the Commissioners to talk with Ms. Alsobrook and asked that this be brought up at the next meeting for a decision.

City Clerk – Charlotte Pierce

Mrs. Pierce shared that the Holly Hill Cemetery Site has been added to the City's website and the Forest Hill Cemetery will follow shortly. The information notes who purchased the plots, their location and availability of plots for sale.

Citizens to be Heard

Lorinda Gingell noted that the Port St. Joe Rotary Club, in conjunction with the Gulf County Senior

Citizens Organization, is sponsoring a Health and Safety Fair on January 24, 2013, at the Centennial Building. Ms. Gingell invited everyone to participate in the event.

Discussion Items by Commissioners

Commissioner McCroan – Nothing at this time.

Commissioner Patterson asked what was being done to recognize our downtown merchants on Highway 98. Information has been provided to George Boyer to help with signage and Commissioner Patterson will follow up with him on the status of the project

Commissioner Patterson asked when Eastern Shipbuilding would be opening in Port St. Joe. Mr. Gibson responded that the boat to be worked on should be here soon.

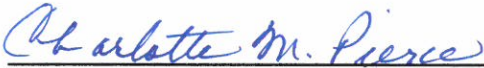
Commissioner Kennedy – Nothing at this time.

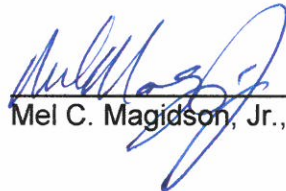
Mayor Magidson – Nothing at this time.

Commissioner Buzzett acknowledged the death of Mayor Magidson's father and expressed condolences to him and his family.

A Motion was made by Commissioner Patterson , second by Commissioner McCroan, to adjourn the Meeting at 7:30 P.M.

Approved this 5th day of February 2013.


Charlotte M. Pierce, City Clerk


Mel C. Magidson, Jr., Mayor