

March 17, 2015

Workshop Meeting- Road Bond Money

5:15 P.M.

Regular Public Meeting

6:00 P.M.

Commission Chamber

City Hall

Port St. Joe, Florida



City of Port St. Joe

Mel Magidson, Mayor-Commissioner

William Thursbay, 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.

City Hall

Commission Chamber

Tuesday March 17, 2015

Call to Order

Consent Agenda

Minutes

- Regular Commission Meeting 3/3/15

Pages 1-4

City Attorney

- Port Authority Update

Old Business

- CDBG New Rules & Public Notice Cycle- Bruce Ballister
- Gulf Pines Hospital Demolition- Update
- Benny Roberts Park- Update
- Centennial Bldg. Roof
- WIG Building Lease Agreement
- Road Bond Money
- NRDA Funding, Frank Pate Park Boat Ramp- Update
- Bike Florida- March 25th & 26th

New Business

- Likely Bldg. Roof
- Utility Trailer Ordinance in the Commercial District- Update
- Utility Tax
- STAC House- Comm. Thursbay
- Franchise Fees- Comm. Thursbay
- Wastewater Treatment Plant Lagoon- Comm. Patterson
- EDC Update- Christy McElroy

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Public Works

- Water Distribution Phase II-Update

Surface Water Plant

- Lime Pre-Treatment Equipment- Request to Bid
- Chipola Pump Station- Update

Waste Water Plant

- Update

City Engineer

- Lime Addition and Phase II Water Line Replacement Task Order

Page 6

Code Enforcement

- Update

Page 7

Police Department

- Update

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, March 3, 2015, 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 McCroan, second by Commissioner Thursbay, to approve the Regular Meeting Minutes of February 17, 2015 and the Workshop Meeting Minutes of February 24, 2015. All in favor; Motion carried 5-0.

CITY ATTORNEY – Tom Gibson

Port Authority Update – All permits have been received to begin the dredging project. Approximately \$20 Million has been appropriated by the state for the dredge project and \$5 Million for railroad upgrades.

Sailboat Removal Quote – Townsend Marine offered a quote of \$2,500 to remove the boat. Mayor Magidson read from an article in the News Herald concerning the removal of an abandoned vessel. After discussion, the Florida Wildlife Commission will be contacted for assistance rather than expend City funds. Mr. Gibson will follow up on this.

Ordinance 513 Duke Energy Franchise Fee Agreement - Public Hearing, Second Reading and Consideration of Adoption – A Motion was made by Commissioner Buzzett, second by Commissioner Thursbay, to read by Title only. All in favor; Motion carried. Mr. Gibson read Ordinance 513 by Title only.

No one from the Public spoke on Ordinance 513.

A Motion was made by Commissioner Thursbay, second by Commissioner McCroan, to adopted Ordinance 513. All in favor; Motion carried 5-0.

CITY MANAGER'S REPORT – Jim Anderson

Gulf Pines Hospital Demolition – Work is progressing nicely. An outside building was not included in the demolition scope of work and a Motion was made by Commissioner Thursbay, second by Commissioner Buzzett, to have D. H. Griffin Wrecking Company, Inc., demolish the building for \$1,000 using BP Funds to cover the cost. All in favor; Motion carried 5-0. This amount is under the bid threshold and will not have to be bid out.

Benny Roberts Park – Improvements are moving along well and everything should be ready for the Day of Baseball.

Centennial Building Roof – The roof is still leaking. Rain is anticipated Thursday and Commissioner Buzzett, Bill Kennedy and John Grantland are prepared to document the problems, talk with the roofer and come up with a plan to correct the problem. If there is no rain, the fire department will provide water for the review.

WIG Building Lease Agreement – The WIG Board has accepted the Lease Agreement and is working with their insurance carrier to match the City's Liability coverage. A Motion was made by Commissioner Patterson, second by Commissioner Thursbay, to approve the Lease Agreement when the Certificate of Liability Insurance is received. All in favor; Motion carried 5-0.

Listing of City Property for Sale / Lease – A Motion was made by Commissioner Patterson, second by Commissioner Buzzett, to list the Clarifiers at the Wastewater Treatment Plant and property on Water Plant

Road for sale or lease on the Enterprise Florida Website and with the Gulf County Economic Development Colation. All in favor; Motion carried 5-0.

Road Bond Money – Mr. Anderson and Don Butler have talked about the possibility of using Road Bond Money for improvements to Long and Garrison Avenues. After discussion, the Commission would like more information to determine if the monetary value would be such that extending the tax would be worth it. Staff and the engineers will review and make suggestions on this.

Bike Florida, March 25th and 26th - All indications are that approximately 600 bikers and their families will be here for the bike stopover. The City is providing the Centennial Building for shelter, the school board has opened their fields adjacent to the Centennial Building for tents and are offering buses for transportation. The Chamber and TDC are also working to accommodate the guests.

Commissioner Patterson asked about the use of the bike racks on Reid Avenue. He noted that he is tired of spending tax payer dollars for unnecessary things and asked that if anyone saw one of the bike racks being used to please give him a call.

Recognition signs for Calvin Pryor and Roman Quinn - Commissioner Patterson – This item was tabled for more research.

New Business

Catholic Church Vacant Lot – Commissioner Patterson – The Commissioner shared concerns that he has received from local residents about the overgrown lot. Commissioner Buzzett was asked to address this with his church.

Public Works – John Grantland

Water Distribution Phase II – Workers are having some difficulty with old equipment and Bridgeport is approximately two-thirds complete.

Boat Ramp Repairs – Quotes for the project were over the bid threshold. A Motion was made by Commissioner Patterson, second by Commissioner Buzzett, for Staff to prepare a bid to be advertised. All in favor; Motion carried 5-0. The Bid will be structured so that elements may be done independently or collectively.

Surface Water Plant – Larry McClamma

Old Water Plant Demo – Mr. McClamma is waiting for the scrap metal to be removed.

Chipola Pump Station – The motor has been mounted, Staff is waiting for the fuel lines and exhaust to be installed.

Mr. McClamma shared that the Shark Tank has received the five year cleaning to be in state compliance. He also noted that the City passed the quarterly Disinfectant Byproducts sampling.

Wastewater Plant – Lynn Todd

Request to Bid a 4" Thompson Pump – A Motion was made by Commissioner McCroan, second by Commissioner Patterson, to purchase the pump. All in favor, Motion carried 5-0.

Ms. Todd shared that the City has passed all state and federal requirements for the Consumer Confidence Report. This information will be added to the City's website and water bills.

City Engineer – Clay Smallwood, III

Drainage at Holly Hill and Forest Hill Cemeteries Update – Mr. Smallwood is working on this.

Mr. Anderson noted that the Department of Economic Opportunity will provide funding in the amount of \$40,000 for the design and engineering of the water and sewer lines in the downtown area.

Code Enforcement

Mr. Burkett's report was reviewed, no action was taken.

Police Department – Chief Herring requested that six shotguns, as well as numerous old uniforms, patches, basket weave duty belt leather gear and duty belt equipment holders be declared surplus and allow the Police Department to use the proceeds from the sale to provide striping for their vehicles. All in favor; Motion carried 5-0. The following shotguns were declared surplus:

Mossberg Model 590 Shotgun Serial # P614857
Remington Model 870 Shotgun Serial # 0554390M
Winchester Model 1200 Shotgun Serial # 471353

Remington Model 870 Shotgun Serial # B327159M
Remington Model 870 Shotgun Serial # W490594M
Winchester Model 1200 Shotgun Serial # 484959

Port St. Joe Redevelopment Association (PSJRA) - Gail Alsobrook

Draft Minutes of the February 17, 2015, Meeting were provided for review.

Ms. Alsobrook also noted that award letters have been sent for the Washington Site projects, the USDA R Beg AIA Form has been filed and the Open Air Information Center is very close to budget.

City Clerk – Charlotte Pierce

Shared that FL League of Cities Ethics Training Seminar information had been placed in each Commissioner's mail box; City election information has been provide to John Hanlon – Supervisor of Elections and the local paper; the Cape San Blas Lighthouse, Keepers' Quarters and Oil House has been proposed for listing in the National Register of Historic Places and there will be a public meeting for this in Tallahassee on March 12, 2015. Mrs. Pierce thanked the Commission for their support and encouragement during the last several weeks as her family was dealing with the untimely death of their son.

Citizens to be Heard

No one asked to address the Commission.

Discussion Items by Commissioners

Commissioner Thursbay asked if Chief Herring would look at the 4 Way stop at the intersection of Fourth Street and Long Avenue to see if it is necessary.

Commissioner Patterson welcomed John and Carlene Parker back as they have missed the meetings lately. He also encourage the Commissioners to attend the Port Authority meeting next week to show their support for the Port Authority and their projects.

Commissioner McCroan shared that Ann White, who normally attends the Commission Meetings, had an accident and is at the Bridge at Bay St. Joe and encouraged attendees to stop by and visit with her.

Commissioner Buzzett noted he would like for the City to work with the state to acquire the Constitution Convention Museum property and have the Commission Meetings at that site.

Mayor Magidson asked Chief Herring to look at the Baltzell Avenue and Fourth Street Stop Signs to see if they are necessary or if there is a better way to configure them.

He also noted the large timber area next to the Chipola Pumping Station and asked about the possibility of going out to bid for the area to be cleared. Staff will review this request.

A Motion was made by Commissioner Thursbay, second by Commissioner Patterson, to adjourn the Meeting at 6:52 P.M.

Approved this _____ day of _____ 2015.

Mel C. Magidson, Jr., Mayor

Date

Charlotte M. Pierce, City Clerk

Date

ORDINANCE NO. 56

AN ORDINANCE LEVYING A TAX ON EACH AND EVERY PURCHASE OF ELECTRICITY, METERED OR BOTTLED GAS (NATURAL, MANUFACTURED OR LIQUIFIED PETROLEUM GAS), FUEL OIL AND TELEPHONE SERVICE WITHIN THE CORPORATE LIMITS OF THE CITY OF PORT ST. JOE, FLORIDA; PROVIDING FOR THE COLLECTION OF SUCH TAXES, PROVIDING FOR THE DISPOSITION OF SUCH TAX, PRESCRIBING PENALTIES FOR THE VIOLATION OF THE PROVISIONS OF THIS ORDINANCE, PROVIDING FOR THE REPEAL OF ORDINANCE NUMBER 97X AND ALL OTHER ORDINANCES IN CONFLICT WITH THIS ORDINANCE, AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Commission of the City of Port St. Joe has determined that sellers of metered or bottled gas (natural, manufactured or liquified petroleum gas) and fuel oil are in fact in competition with each other, and

WHEREAS, the City Commission has further determined that in order to treat all such sellers of metered or bottled gas (natural, manufactured or liquified petroleum gas) and fuel oil, fairly, all should be taxed equally,

NOW, THEREFORE, BE IT ENACTED BY THE PEOPLE OF THE CITY OF PORT ST. JOE:

Section 1. That in addition to all other taxes of every kind now imposed by ordinance there is hereby levied by the City of Port St. Joe on each and every purchase in said City of electricity, metered or bottled gas (natural, manufactured or liquified petroleum gas), fuel oil and telephone service, a tax equal to ten (10%) per cent of the charge made by the seller of such electricity, metered or bottled gas (natural, manufactured or liquified petroleum gas), fuel oil and telephone service, as the case may be, which tax shall in every case be paid by the purchaser for the use of the City of Port St. Joe, to the seller of such electricity, metered or bottled gas (natural, manufactured or liquified petroleum gas), fuel oil and telephone service, at the time of paying the charge by the seller therefor, and not less often than monthly.

Section 2. It shall be the duty of every seller of electricity, metered or bottled gas (natural, manufactured or liquified petroleum gas), fuel oil and telephone service in the City of Port St. Joe to collect from the purchaser for the use of the said City the tax hereby levied at the time of collecting the price of any sale of electricity, metered or bottled gas (natural, manufactured or liquified petroleum gas), fuel oil and telephone service in said City without at the same time collecting the tax hereby levied in respect of such sales. Any seller failing to collect such tax at the time of collecting the price of any sale shall be liable to the said City for the amount of such tax in like manner as if the same had been actually paid to the seller, and the City Treasurer and Collector shall bring and cause to be brought all such suits and actions and take all proceedings as may be necessary for the recovery of such tax.

If any purchaser shall fail, neglect, or refuse to pay to the seller the seller's said charge and the tax hereby imposed and as hereby required on account of the sale for which such charge is made, or either, the seller shall have and is hereby invested with the right to immediately discontinue further service to such purchaser, until the tax and the seller's bill has been paid in full.

Section 3. Each and every seller of electricity, metered or bottled gas (natural, manufactured or liquified petroleum gas), fuel oil and telephone service in respect of sale on which a tax is hereby levied, shall keep complete records showing all sales in said City of such electricity, metered or bottled gas (natural, manufactured or liquified petroleum gas), fuel oil and telephone service, which records shall show the price charged upon each sale, the date thereof, and the date of payment thereof, and said records shall at all reasonable times be open for inspection by the duly authorized agents of said City, who shall have authority to make such transcripts thereof as they may desire.

Section 4. The tax hereby levied on sales of telephone service shall apply to all charges made for local exchange telephone service for telephones, excepting coin box telephones, located in the City of Port St. Joe, whether on a monthly basis or otherwise. The tax hereby levied shall also apply to all sales of electricity, gas (natural, manufactured or liquified petroleum gas), or fuel oil whether delivered through the medium of a meter or other measuring device, or otherwise to premises located in the City of Port St. Joe.

Section 5. In all cases where the seller of electricity, metered or bottled gas (natural, manufactured or liquified petroleum gas), fuel oil and telephone service collects the price thereof at monthly periods, the tax hereby levied may be computed on the aggregate amount of sales during such period, provided that the amount of tax to be collected shall be the nearest whole cent to the amount computed, and provided further that the maximum amount of tax that may be collected under this ordinance on the sales for any monthly period to any individual purchaser or consumer by each seller shall not exceed Six and no/100 Dollars (\$6.00) on each purchaser at each separate service or station where service to such purchaser is rendered.

Section 6. Any purchaser willfully failing or refusing to pay when due and payable the tax hereby imposed, and any seller violating the provisions hereof, or any officer, agent or employee of any seller violating the provisions hereof shall be deemed guilty of evading the tax and upon conviction shall be subject to a fine of not more than Five Hundred Dollars (\$500.00) or to be imprisoned for not more than sixty (60) days, or by both such fine and imprisonment for each and every violation.

Section 7. Ordinance Number 97X and all ordinances and parts of ordinances in conflict herewith are repealed.

Section 8. This ordinance shall take effect as provided by law.

INTRODUCED in a regular meeting of the City Commission on this 18th day of July, A.D. 1972, and ADOPTED in a regular meeting on the 1st day of August, A.D. 1972.

ATTEST:

/s/ C. W. Brock
City Auditor and Clerk

/s/ Frank Pate
Mayor-Commissioner



PREBLE-RISH INC
CONSULTING ENGINEERS & SURVEYORS

December 12, 2014

Via email janderson@psj.fl.gov

Mr. Jim Anderson, City Manager
City of Port St. Joe
P. O. Box 278
Port St. Joe, FL 32457

**RE: Lime Addition and Phase III Water Line Replacement
Preble-Rish Project No. 19.208**

Dear Mr. Anderson:

Preble-Rish, Inc. (PRI) is pleased to provide this proposal for professional engineering services. It is our understanding the City has received grant funding from the Northwest Florida Water Management District for the referenced project and wishes to proceed with design, permitting, and construction. The following defines the services that will be provided in order to complete this project.

- | | | |
|-------------|--|--------------------|
| I. | Surveying and Design | \$18,400.00 |
| | <ul style="list-style-type: none">• Survey route of Phase III Water Line Replacement: Highway 71 from Long Avenue to US 98 and US 98 from Highway 71 to 10th Street• Survey and create As-Built drawing of existing structure for Lime Addition equipment• Prepare construction drawings and technical specifications for both projects• Conduct reviews with City staff at 30% and 90% completion | |
| II. | Permitting | \$ 8,700.00 |
| | <ul style="list-style-type: none">• Prepare permit application packages for<ul style="list-style-type: none">◦ FDEP – Specific Permit to Construct Public Water System Components◦ FDEP – General Permit for Water Distribution◦ FDOT – Utility Encroachment Permit• Submit to agencies and process any Requests for Additional Information | |
| III. | Construction | \$ 2,600.00 |
| | <ul style="list-style-type: none">• Provide periodic inspection services• Provide Certification of Completion to permitting agencies• Provide Record Drawings | |

PRI proposes to provide the services described above for a lump sum fee of **\$29,700.00**.

We appreciate the opportunity to provide continuing engineering services for the City of Port St. Joe. If this proposal is acceptable, please sign in the space provided below. Should you have any questions or need additional information, please give me a call at 850.227.7200.

Sincerely,

PREBLE-RISH, INC.

Accepted By: _____
Jim Anderson, City Manager

Clay Smallwood, PE
Project Manager

Date: _____

CS/sj

K:\019.208 2014 NFWMD Grant Application\Proposal\12_10_14 Anderson.doc

324 MARINA DRIVE, PORT ST. JOE, FL 32456 P (850) 227-7200 F (850) 227-7215

PANAMA CITY • BLOUNTSTOWN • SANTA ROSA BEACH
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CROSS CITY • LAKE CITY • MARIANNA • DAPHNE, AL • PORT-AU-PRINCE, HAITI

Code Enforcement 2015 Activity
As of 3/12/15

	Open	Closed	Total	Increase
Unlawful Accumulation	12	13	25	3
Substandard Structure	9	3	12	
Abandoned Vehicle	5	1	6	1
Unlawful Sewer				
Land regulation Violation				
Business Lic. Violation				
Special Master Hearings				
Building Demolition		1	1	
Waste Violation	5	80	85	20
Sign Violation	13	10	23	3

Total	44	Total	108	Total	152	Total	27