



**CITY COMMISSION OF THE CITY OF PAHOKEE  
COMMISSION WORKSHOP MINUTES  
Tuesday, January 28<sup>th</sup>, 2014**

Pursuant to due notice the regularly scheduled Commission workshop meeting was held in the Commission Chambers at 360 E. Main St., Pahokee, Palm Beach County, Florida on January 28<sup>th</sup>, 2014.

The meeting was called to order by Mayor Walkes at 6:06 p.m.

Official attendance was recorded as follows:

<b><u>Roll Call:</u></b>	Mayor Colin Walkes	Present
	City Commissioner Keith Babb	Present
	Commissioner Allie Biggs	Present
	Vice Mayor Felisia Hill	Present
	Commissioner Diane Walker	Present
	City Manager Derrek Moore	Present
	City Attorney Gary Brandenburg	Present
	Sergeant At Arms Lt. Alonso	
	City Clerk Anika Sinclair	Present

**Topic**

**Commission Meeting Agenda, January 28<sup>th</sup>, 2014.**

City Manager Moore advised Resolution 2014 – 01 is for the entryway sign for Bacom Point Road. The application for the entryway sign has to be resubmitted to Florida Department of Transportation (FDOT), due to a change in FDOT's application format. City Manager Moore announced the Certificate of Appreciation for Deputy Lussier is on the Commission Meeting Agenda for January 28<sup>th</sup>, 2014. City Attorney Brandenburg will discuss the dirt and debris on the City roads, and the Marina may be discussed during either the City Manager's Report or the City Attorney's Report.

Commissioner Walker asked City Manager Moore if the Marina will be discussed at the current meeting.

Mayor Walkes asked for the current updates.

City Manager Moore advised there was a Mandatory Pre-Bid Meeting for RFP 2014 – 01 to provide restaurant services at Pahokee Marina, at the Marina today, January 28, 2014. The Mandatory Pre-Bid Meeting discussed the facilities that will be inclusive with the restaurant, the cost for those who are responsible for particular facilities, the liability aspect of managing the facilities, the availability of storage, and the utilities.

Mayor Walkes asked what will be the conflict in allowing the residents to have access to the pool.

City Manager Moore stated originally, the residents of the campground and the marina were to have access to the pool. The only conflict will be that the tenant of the Restaurant/Tiki Bar will be responsible for the restrooms near the pool. City Manager Moore advised it will be difficult to divide the cost, the responsibility, and the liability for the shared facilities.

Commissioner Biggs advised if all parties are allowed to use the pool area, then the expense of the insurance, as well as the maintenance of the pool, should be equally divided.

City Attorney Brandenburg stated the restaurant operator will be required to have premises liability insurance for the restaurant and surrounding areas, which includes the following: parking, the bathrooms, and access to the pool area. The campground operator will be required to have premises liability insurance for the campground, the pool area, and the bathroom area. The marina operator, if applicable, will be responsible for meeting the same requirements. City Attorney Brandenburg advised the insurance cannot be divided amongst the tenants; therefore, the tenants will be required to have separate insurance policies.

City Manager Moore advised the Harbor Master building was discussed at the Mandatory Pre-Bid Meeting as well, but no decisions were made, in regards to the use of the building. Originally, the Harbor Master building was to serve the residents of the Marina, while the registration building was to serve the residents of the campground.

Commissioner Biggs requested details to be in writing of who is responsible for what section of the marina, campground and restaurant facility, for future reference.

Mayor Walkes stated the only section the City is trying to lease is the Restaurant area. The City is responsible for the Campground and the Marina area. The areas that the Restaurant Operator will manage will have to be defined.

Commissioner Biggs advised all aspects of the Pahokee Campground and Marina should be dealt with at the present moment.

Commissioner Babb advised the Commission should make decisions in accordance to the City Manager's recommendations of the inclusive facilities. Necessary modification may be made to the City Manager's recommendations.

City Manager Moore advised his recommendation would have been that the Restaurant has to have access to the bathrooms by the pool, and the patio area. City Manager Moore stated a facility was not placed on the premises for storage, and he did think about using the Harbor Master building for storage.

Commissioner Babb asked who will monitor the pool area.

City Manager Moore advised no one has monitored the pool area; instead, warning signs were placed in the pool area, to warn the swimmers. The City will continue the insurance on the pool area, and the maintenance of the pool. City Manager Moore advised swimmers will have to know the access code on the gate in order to utilize the pool.

Commissioner Biggs advised the City of Pahokee will be held responsible for the occurrences at the Pahokee Campground and Marina, even if it is being leased, and recommended that the responsibility of the tenants be in writing.

City Manager Moore stated two (2) City Staff Members, at one time, are at the Pahokee Campground and Marina, from 8 a.m. to 5 p.m.

Commissioner Walker advised there should be a listing of the visitors or occupants of the Campground, and constant requirements need to be set in place for the request for proposal (RFP) process.

City Attorney Brandenburg stated a standard agreement may be set in place.

Commissioner Babb recommended that there be a list of the areas the restaurant operator will be responsible for and note any areas that will be shared in the event that other entities are involved.

Mayor Walkes inquired why the Restaurant Operator will be responsible for the pool.

City Manager Moore advised the Restaurant Operator will be responsible for having liability insurance, due to the fact that the Restaurant customers will have access to the pool area and will have to cross the pool area, in order to get to the bathrooms.

City Attorney Brandenburg advised guidelines will have to be put together for the common areas.

Richard Brown advised there need to be a periodic walk-through of the Restaurant.

Mayor Walkes requested a proposal from City Attorney Brandenburg and City Manager Moore, and advised that the Commission is looking forward to their guidance.

City Manager Moore advised a recommendation will be made based on the RFP proposals. The top three (3) entities is scheduled to be presented to the Commission at the next Commission Workshop. City Manager Moore advised he and City Attorney Brandenburg will work out an agreement.

Commissioner Babb suggested that the City set a minimum payment for the utilization of the Restaurant under the RFP contract.

Richard Brown asked about the advertisement of the RFP.

City Clerk Sinclair advised advertisement was sent to the Radio Station, the Sun Newspaper, Palm Beach Post and Glades Initiative.

Mayor Walkes inquired if any projection or probability was done at the Marina.

City Manager Moore stated there is very little information about the expenses at the Marina. Due to the inconsistency at the Marina, it is very difficult to get revenue projections.

Commissioner Babb suggested that the minimum proposal amount for the Restaurant starts at \$1500.

Mayor Walkes supported Commissioner Babb's suggestion and included 10 percent of the revenue for consideration.

The Commission supported Commissioner Babb's suggestion for the minimum proposal.

City Attorney Brandenburg recommended that the minimum proposal be increased, and that there be a percentage of income.

Mayor Walkes suggested that the financials of the Restaurant be revisited on either an annual basis or a six month basis, to see if a profit has been incurred.

City Attorney Brandenburg asked if the Restaurant will be contracted on a long term basis or on a short term basis.

Mayor Walkes replied the Restaurant will be contracted on a short term basis.

City Manager Moore suggested that the short term contract for the Restaurant should be valid for more than one year, to allow the City enough time to prepare for the long term RFP for the Restaurant.

Commissioner Walker suggested workshop for the Marina to discuss the concerns of the Marina.

Mayor Walkes advised he supports having a workshop for the Marina.

Vice Mayor Hill stated projection numbers are needed.

City Manager Moore advised any numbers given will be speculative numbers.

City Attorney Brandenburg advised no parameters have been set, in regards to the ambience of the Restaurant.

Mayor Walkes stated he does not want to set certain limitations on the area for the Restaurant Operator.

City Manager Moore asked the Commission when to schedule the workshop for the Marina.

The Commission agreed to schedule the workshop for the Marina on the following Tuesday at 6:00 p.m.

Commissioner Walker asked if there are any prohibitions in setting family hours for the Restaurant.

City Attorney Brandenburg advised limits may be set on the activities for the Restaurant, and the campers have to be taken into consideration in regards to the hours of operation for the Restaurant.

Lieutenant Alonso advised in the past, certain events that lasted for long hours at the Restaurant rendered an increase in violence, problems, and complaints.

Mayor Walkes stated that the City Ordinance will be considered for the restaurant area.

Commissioner Walker recommended that discussion of hours be placed on the agenda for the Marina workshop.

Vice Mayor Hill advised that various restaurants should be visited to aid in generating an accurate projection of numbers.

There being no further business to discuss, Mayor Walkes adjourns the meeting at 7:14 p.m.



ATTEST: Anika Sinclair, City Clerk

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Colin O. Walkes, Mayor