

**CITY COMMISSION OF THE CITY OF PAHOKEE
COMMISSION WORKSHOP MINUTES
Tuesday, February 4th, 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 February 4th, 2014.

The meeting was called to order by Mayor Walkes at 6:07 p.m.

Official attendance was recorded as follows:

Roll Call:	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	Present
	City Clerk Anika Sinclair	Present

Topic

Marina Restaurant Services (RFP 2014-01)

City Manager Moore provided a list of question for the Request for Proposal (RFP) 2014 – 01 submittals.

Mayor Walkes asked for City Manager Moore’s recommendations as a guideline for the questions.

1. Is there a set time to close the facility?

City Manager Moore advised the City’s Code of Ordinance references a time, but he would aim on the conservative side of midnight on weekends, and 10:00 p.m. or 11:00 p.m. on weekdays. Some of the campers have expressed their concern about traffic and noise.

Commissioner Babb disagreed with City Manager Moore’s time recommendation, and suggested that there be stipulation in the RFP agreement, to modify the time when necessary, but the time should be extended later than midnight. The Commission will reserve the authority to readjust the time of operation.

Commissioner Biggs suggested that the time be set to 2:00 a.m. on the weekends, and midnight during the weekdays.

Commissioner Walker suggested that the Restaurant Operator have a family hour, and advised the times that will eliminate disturbance should be taken into consideration.

Vice Mayor Hill suggested that the facility follow the City’s Code of Ordinance Section 4 (3).

The Commission discussed the Noise Ordinance and the time allowance of the City’s Code of Ordinance Section 4 (3).

City Attorney Brandenburg advised the City can specify the time frame in the lease, at its discretion. The time frame could also be left open for proposals, and the time could be determined or negotiated accordingly.

Mayor Walkes agreed with Vice Mayor Hill, in regards to following the City's Code of Ordinance Section 4 (3).

2. What facilities are included in the lease of the Restaurant/Bar?

City Manager Moore advised inclusive facilities are the following: the Restaurant/Bar, the Patio, the Bathroom, and the Pool (Common area). The Conference Room can be shared between the City and the leaseholder, but it will not be included in the standard portion of the lease.

Mayor Walkes recommended that the City have as much control over the Conference Room as possible, for the benefit of the citizens.

Commissioner Babb agreed that the Conference Room should remain under the City's authority as much as possible.

3. Will the storage room be included at the registration building? If not, what is the approved location?

City Manager Moore stated the hallways in the registration building and a house that Seven Kings placed on the premises have formerly been used as storage. City Manager Moore suggested that the storage under the pool can be used, if possible, and advised the storage needs to be a cool and dry area. The Restaurant Operator may obtain a trailer for on-site storage.

Commissioner Babb inquired about the areas formerly used for storage, and advised storage will have to be found for the Restaurant Operator.

Richard Brown of Carissa Avenue advised the hallways in the registration building do not serve as feasible storage. The area has never been used as storage, until recently, and should be secluded to the registration staff.

Mayor Walkes agreed with Richard Brown, and advised that the registration building should remain under the control of the City, for the operation of City business. The Restaurant Operator may bring a trailer on site for storage.

Cathie Morelli advised the Restaurant's security system is linked to the doors on the registration building. She asked who will re-wire the alarm system to avoid setting off the alarm.

Mayor Walkes stated that the City will look into the cost of rewiring the doors.

4. Will the Conference Room location be available for rent for events?

City Manager Moore advised the Conference Room will remain under the exclusive control of the City; however, the City will work with the Restaurant Operator to negotiate occasional use of the area.

5. **Since the electric and gas for the pool area are included on the Restaurant's bill, will:**
- a. **Will restaurant guests be able to use the facility?**

City Manager Moore stated the pool area is primarily for the Campground and the Marina. Any events at the Restaurant that require use of the pool are to be consulted with the City. There will be discussion about the shared cost.

Commissioner Walker asked if the campers' guests are allowed to use the pool.

City Attorney Brandenburg replied yes. If the Restaurant Operators want to use the pool area for additional seating, then the shared cost will increase and the campers will be limited to use. City Attorney Brandenburg suggested that the pool be included in the Restaurant's lease for use after 6:00 p.m.

Mayor Walkes suggested having someone to monitor the pool area, as opposed to limiting the campers of the Campground and Marina.

Vice Mayor Hill suggested that all parties get insurance, to include the pool area. City Staff should not monitor the pool area on a 24 hour basis.

Mayor Walkes advised the insurance will be for liability purpose and those responsible for any damages that may occur.

Mary Dobrow of Bacom Point Road stated there has never been a problem with the residents of the Campground in the Marina. The Restaurant Operator is typically aware of the people, in regards to them being where they are supposed to be. Glass is not allowed in the pool area.

Cathie Morelli asked if the campers will be allowed to take their own food and beverages in the pool area.

City Manager advised no. It will be similar to going to the movies and only the food and beverages that are sold at the facility is allowed in the theatre.

Richard Brown stated the gas will be used for the Restaurant only and the pool is not heated.

- b. **Will the Restaurant be able to offer outside table seating in the pool area?**

City Manager Moore advised yes.

- c. **Will the Campground/Marina be offsetting the electric and water bills for the pool?**

City Manager Moore advised the pool will be a common area; therefore, the percentage will be worked out.

- d. **Will the Campground/Marina be offsetting the insurance?**

City Manager Moore stated the City will carry insurance and the Restaurant Operator will carry insurance as well.

Commissioner Biggs inquired if the residents of the Campground have seen any patrons wondering in the Campground, or in the pool area.

City Manager Moore advised the City has begun the process to place a gate at the entrance of the campground. The US Army Corps of Engineers has to grant their approval.

The Commission discussed the signage that will be posted at the Marina in the interim.

e. Will the Campground/Marina be offsetting the gas bill to heat the pool?

City Manager Moore advised the pool will not be heated.

City Manager Moore provided a Pro Forma for the Restaurant and Tiki Bar, with a suggested minimum lease of the Restaurant.

Commissioner Babb suggested a minimum amount to be included in the RFP, and advised it will be a starting point.

City Attorney Brandenburg asked if fishing will be allowed on both piers, and inquired about the bathrooms.

Mayor Walkes advised the Marina is under the control of the City, and the residents may fish on both piers. Residents have indicated that they would pay a cost to fish on the pier. Mayor Walkes recommended that the City poll the residents, and consider a fee. The bathrooms should remain open to prevent public nuisance.

Commissioner Babb advised he agrees with the permit fees for the pier, and recommended that the City consider various factors, in regards to the RFPs for the Restaurant and Tiki Bar and not solely the highest bid amount.

Lisa Adams inquired about the difference in the former, and the current, RFP prices for the facilities at the Marina.

Commissioner Babb explained that the facilities were underpriced with the former Tenant of the Marina.

City Attorney Brandenburg inquired if the City wants the Marina bathrooms open on a 24 hour basis, and asked if the City will pay the full cost of having them open.

Mayor Walkes stated the City will observe the cost.

City Manager Moore advised a majority of the people at the marina use the bathrooms by the pier. City Staff usually leaves the Marina at 5:30 p.m., and do not return until 8:00 a.m. The City will take control of the bathrooms by the pier.

Richard Brown advised in the past, port-o-potties were placed on the pier for the fishers.

City Manager Moore asked if the port-o-potties may be offered as a recommendation and if the restrooms by the pier may be closed after a certain time.

Mayor Walkes advised there needs to be a price breakdown. The Citizens may prefer to use a restroom, instead of a port-o-potty.

Commissioner Biggs advised the port-o-potties may help to eliminate the vandalism issue.

Richard Brown asked who will be responsible for the maintenance of the Restaurant.

City Attorney Brandenburg suggested that the City hire a Professional Property Manager Consultant to do a walkthrough of the facilities, for suggestion and professional advice.

Mayor Walkes suggested reaching out to PBC Business Development Board.

Commissioner Biggs and Walker suggested that the City hires a Professional Property Manager Consultant, as suggested by City Attorney Brandenburg.

Lisa Adams suggested that the Restaurant Operator maintain the pool bathrooms, and the City maintain the pool.

The Commission discussed the appropriate time to eliminate the noise level on the Restaurant and in the pool area, during scheduled events.

Lisa Adams advised quiet hour is usually from 11:00 p.m. to 8:00 a.m. in campgrounds.

Commissioner Walker advised she visited the Marina, and asked some of the campers to share any concerns. There is a storage shed at the Marina, and there are also two cars in the Camground, which need to be removed.

Commissioner Walker advised some of the campers' are requesting the following: on-site church services, book exchange on the campsite, on-site security on a nightly basis, library provisions, and Marina tours. She stated that the campers advised the washers and dryers at the marina are not working. The campers need to be made aware that the City does not accept credit cards, in regards to registering for the Marina and Camground.

City Manager Moore stated he has seen approximately two (2) storage sheds at the Marina, and the previous manager did not prohibit storage sheds. A set of washers and dryers at the Marina are being repaired, and new washers and dryers are being ordered as well. City Manager Moore advised security can be expensive, and the City has incurred the cost of trying to get the facility back functioning. The City will work with the library, and the City is working on getting a credit card system in place.

City Attorney Brandenburg advised the Commission should do the Marina tour on an individual basis, with the City Manager.

Commissioner Biggs announced Sugar Cane Villas will be closing and the City will be losing additional residents.


Mayor Walkes advised the City should develop a housing initiative.

City Manager Moore stated Lieutenant Reinaldo Alonso will be removed from the City of Pahokee because he is no longer part of the contact, which Palm Beach Sheriff's Office (PBSO) has been subsidizing. City Manager Moore advised Lt. Alonso's last day will be February 6, 2014, and there will not be a Lieutenant in this area.

Commissioner Walker suggested presenting Lt. Alonso with a service award at the next Commission Meeting.

There being no further business to discuss, Mayor Walkes adjourns the meeting at 7:45 p.m.


ATTEST: Anika Sinclair, City Clerk


Colin O. Walkes, Mayor