



**CITY COMMISSION OF THE CITY OF PAHOKEE
COMMISSION WORKSHOP MINUTES
Tuesday, March 11th, 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 March 11th, 2014.

The meeting was called to order by Commissioner Babb at 6:12 p.m.

Official attendance was recorded as follows:

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

Topic

Commission Meeting Agenda, March 11, 2014

Commissioner Babb requested to add the discussion and appointment of a new Vice Mayor to the agenda for the March 11th, 2014 Commission Meeting.

The Commission agreed to appoint a new Vice Mayor after the roll call, at the March 11th, 2014 Commission Meeting.

City Manager Moore stated additional work has to be done on the Campground Rental Agreement.

Commissioner Walker advised for future reference: if an item will not be on the agenda, then the Attorney's travel time should be considered.

Employee Survey and Customer Service Survey:

Mayor Walkes suggested some of the questions on the Employee Survey are open-ended. He stated he is pleased with the Customer Service Survey, and suggested that the survey be printed in Spanish and Creole as well.

Commissioner Babb suggested adding a comment box and asked what measures will be taken in order for the employees to remain anonymous.

City Manager Moore advised the employees that desire to remain anonymous will remain anonymous, and the recording will be as verbatim as possible. The first section of the Employee Survey relates to the employee manual.

Commissioner Biggs requested a copy of the employee manual, so that the Commission would be aware as to what is expected of the employees.

Mayor Walkes inquired about the current HR Generalist and asked what measures are being taken to hire a HR Generalist.

City Manager Moore replied Ms. Bruton is the current HR Generalist. He stated the surveys are being developed with the assistance of SEAY Management and Public Risk Management. City Manager Moore stated changes will be made to the Employee Survey and it will be resubmitted to the Commission.

Commissioner Babb advised he would like to know the employees' perception of City Manager Moore based on questions being injected into the survey, pertaining to the City Manager.

Commissioner Biggs suggested that City Manager Moore visit the other departments and collaborate with them. She advised it is good to know the employees perception of the City Manager.

City Manager Moore advised he will insert question pertaining to the City Manager into the survey.

Marina Dockage Agreement:

City Manager Moore provided the Marina/Campground rates and advised the rates will be discussed at a later Commission Meeting.

Commissioner Babb inquired about the average cost per camper for water, on a monthly basis and asked if the cost will be less than \$500.00 to reside at the Pahokee Campground and Marina for a month, in all cases.

City Manager Moore replied yes to the latter question and advised a minimum of \$60.00 is charged for water on a monthly basis, partially due to the readiness to serve fee.

Commissioner Walker advised the Pahokee Campground and Marina rates are substantially low and advised she is surprised that the campground does not capitalize based on the prices.

City Manager Moore stated some of the people were not sure that the Pahokee Campground and Marina is functioning because they were used to dealing with the former tenant.

Commissioner Biggs asked what is being done as it pertains to advertisement for the Pahokee Campground and Marina, and inquired if it may be advertised via radio.

City Attorney Brandenburg advised the City can develop a KOA affiliation, which may help to attract more campers.

City Manager Moore stated he has spoken with KOA and made them aware that the prospective manager of the Pahokee Campground and Marina has not been concluded. KOA suggested that a conclusion be made in regards to the manager of the Pahokee Campground and marina, before a licensing or franchise agreement has been established.

Mayor Walkes asked if the City of Pahokee is the owner of the Pahokee Campground and Marina.

City Attorney Brandenburg stated the State of Florida owns the property and the City of Pahokee Sub-leases the property. The City of Pahokee may not be referred to as "owner" in the Dockage Agreement.

Mayor Walkes advised he wants the citizens to be aware that the State of Florida owns the Pahokee Campground and Marina. The Community should reach out to the State of Florida in regards to some of the issues at the Pahokee Campground and Marina.

City Manager Moore reviewed the items on the Dockage Agreement. City Manager Moore advised he will discuss further the dinghies and the termination of agreement, with City Attorney Brandenburg.

Campground Lease:

The Commission and City Manager Moore discussed the smoking policy.

City Attorney Brandenburg advised most of the hotels have a designated smoking area, which is generally away from any entrances or populated parts of the facility.

Commissioner Walker requested for City Manager Moore to research smoking laws and the minimum required feet away from entrances and facilities when smoking.

City Attorney Brandenburg inquired about the amount of guests campers are allowed to invite per site.

City Manager Moore advised four (4) guests are allowed per couple, but there could only be a total and maximum of six (6) people per site.

Mayor Walkes advised he agrees with attempting to place limitations on crowd sizes, and asked if registration could be considered for the campers that desire to invite more than six individuals at their campsites.

City Manager Moore advised the lots get crowded with more than six (6) individuals per campsites and it creates problems with the amount of people at the pools. City Manager Moore advised the City is trying to maintain consistent rules across the board.

A resident inquired about the family reunions that are held at the Pahokee Campground and Marina, that consist of more than 100 people.

Mayor Walkes replied there will have to be a special provision for special events. He advised the camper will have to rent more than one (1) campsite, to accommodate the amount of people that will be present at the Family Reunion.

Commissioner Babb stated certain venues may not be appropriate for family reunions. He advised hotels have limitations, and there will still have to be limitations at the Pahokee Campground and Marina.

Commissioner Walker advised the provisions should be made for the family reunion, but the campers should be required to reserve a certain number of lots for the event.

City Attorney Brandenburg advised the picnic area could be reserved for the family reunion, and perhaps if some of the guests desire to spend the night, then reservations could be made for the Campground.

Commissioner Walker stated the picnic area will need to be enhanced because there are no amenities to accommodate the campers, in that particular area.

Commissioner Babb advised the other guests have to be taken into consideration, when discussing a family reunion at the Pahokee Campground and Marina.

Commissioner Walker asked City Manager Moore if any complaints have been received in regards to the family reunions being held at the Pahokee Campground and Marina.

City Manager Moore replied currently no family reunions have been held at the facility, but there are recent complaints in reference to certain campers inviting 10 or more guests to the pool area.

Mayor Walkes requested for City Manager Moore and City Attorney Brandenburg to research and establish a great operating agreement.

There being no further business to discuss, Mayor Walkes adjourns the meeting at 7:09 p.m.

Colin O. Walkes, Mayor

ATTEST: Anika Sinclair, City Clerk