

March 25, 2013

**Special Meeting
12:00 P.M.**

**Commission Chamber
City Hall
Port St. Joe, Florida**



City of Port St. Joe

Mel Magidson, Mayor-Commissioner
Bill Kennedy, 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

Special Meeting

12:00 P.M.

Commission Chamber, City Hall

March 25, 2013

Call to Order

Agenda

- **TDC Building/ PSJRA Move**
- **RFP 2013-02, Bid Award- Marvin Ave. Water Line Materials**
- **Soccer Fields- Proposed Deed transfer to Gulf County School System**
- **Lighthouse Move Project Manager- Scope of Work (Handout)**

Pages 1-14

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Citizens to be Heard

Discussion Items by Commissioners

Motion to Adjourn

LEASE AGREEMENT

THIS LEASE AGREEMENT made and entered into this 26 day of March A.D., 2010, by and between **CITY OF PORT ST. JOE**, P. O. Box 278, Port St. Joe, Florida 32457, a municipal corporation of the State of Florida, hereinafter called "Lessor," and **GULF COUNTY BOARD OF COUNTY COMMISSIONERS**, by and through the **GULF COUNTY TOURIST DEVELOPMENT COUNCIL** whose address is: 1000 Cecil G. Costin, Sr., Blvd., Port St. Joe, FL 32456, hereinafter called the "Lessee."

WITNESSETH:

WHEREAS, the building located at 150 Capt. Fred's Place, Port St. Joe, Florida has been refurbished and remodeled at the sole expense of the Gulf County Tourist Development Council, and

WHEREAS, the premises will be used by the Gulf County Tourist Development Council to promote tourism, economic development and planning for both Gulf County and the City of Port St. Joe.

NOW THEREFORE, Lessor and Lessee, agree as follows:

1. **Premises:**

Lessor hereby leases to Lessee, The Gulf County Tourist Development Council, and Lessee hereby rents from Lessor the building and parking area located at 150 Capt. Fred's Place, Port St. Joe, FL 32456; said premises located on Parcel #-6053-000R:

2. **Occupancy:**

The Lessee represents the following organizations will presently occupy the buildings: The Gulf County Tourist Development Council, the Port St. Joe Redevelopment Agency, and the Gulf County Chamber of Commerce. Each occupant

other than the Lessee shall be subject to a sublease agreement the form and terms of which shall be approved by Lessor.

The Lessee may allow further subletting of the premises upon the written consent of the Lessor.

At all times, the Lessee shall have the sole and exclusive control of the interior configuration of the building and shall direct the placement and location of any subleases upon the premises.

Notwithstanding the foregoing, each executive director of the organizations described herein shall be entitled to a private office.

3. **Term:**

The term of this Lease shall be for 10 years and shall commence on the 1st day of April, 2010.

4. **Lease Payment.**

Lessor hereby agrees to lease the premises described above to Lessee for \$1.00 per year.

5. **Taxes.**

The Lessee shall pay all taxes, if any, assessed against the premises.

6. **Insurance.**

The Lessor shall insure the building for fire, extended coverage, wind, and general liability on the premises and the Lessee agrees to reimburse the Lessor within 10 days of notification, the expense of the insurance premium.

Lessee shall be responsible for insurance on the contents of the building which belong to the Lessee.

7. **Indemnification:**

Lessee shall indemnify Lessor and save it harmless from suits, actions, damages, liability and expense in connection with loss of life, bodily or personal injury or property damage arising from or out of any occurrence in, upon or at, or from the leased premises, or the occupancy or use by Lessee of said leased premises or any part thereof, or occasioned wholly or in part by any act of omission of Lessee, its agents, contractors, employees, servants, invitees, licensees or concessionaires. In addition, Lessor shall not be responsible or liable to Lessee, a licensee of the Lessee, or to those claiming by, through or under Lessee for any loss or damage to either persons or the personal property of the Lessee that may be occasioned by or through the acts or omissions of persons occupying adjacent, connecting or adjoining premises.

8. **Destruction of Premises.**

Should the premises be substantially destroyed by fire or other casualty during the term of the Lease, either party may terminate the Lease. All insurance proceeds resulting from damage or destruction of the premises shall be used by the Lessor to repair, remodel or rebuild the building and restore the premises to the condition existing immediately prior to such loss or casualty.

9. **Assignment.**

Lessee shall not assign this Lease.

10. **Notices.**

All notices permitted or required to be given to either party under the terms of this Lease shall be sent by hand delivery, certified mail, or telecopier to the parties at the following addresses and fax numbers, or such other addresses and fax numbers as Lessee

may direct from time to time by written notice forwarded to Lessor by hand delivery, certified mail, or telecopier:

Lessor: City Manager
City of Port St. Joe
305 Cecil G. Costin Sr. Blvd.
Port St. Joe, FL 32456
Telecopy #(850) 227-7522

Lessee: The Gulf County Tourist Development Council
1000 Cecil G. Costin, Sr., Blvd.
Port St. Joe, FL 32456
Telecopy #(850) 229-7800

11. **Attorney's Fees and Costs.**

Should any controverted or past due claim in favor of Lessor under this Lease be placed in the hands of an attorney at law for collection, and should Lessor prevail in enforcing such claim, Lessee shall pay, in addition to the amounts due on any such claim, all reasonable costs, charges and expenses in connection with the collection thereof, including a reasonable attorney's fee to the attorney handling such claim for Lessor.

12 **Maintenance**

Lessee accepts the building in its present condition and agrees to maintain both exterior and interior of the building in its present condition, fair wear and tear excepted, for the duration of the Lease. Lessee, at its sole expense, shall promptly repair, replace, paint and maintain in good condition the exterior of the premises, including signs, heating units, cooling units, electrical fixtures and equipment, plumbing and plumbing fixtures and equipment, windows, doors, glass, screens, decks, stairs as well as the interior premises including all painting and decorations, doors, windows, screens, glass, floorings, etc. All such repairs or replacements shall be made in a professional and workmanlike manner.

Lessor will maintain the building's grounds and landscaping.

13. **Utilities.**

The Lessee shall pay the cost of all utilities, garbage, janitorial and pest control.

14. **Special Events.**

The Lessee, through the Gulf County Tourist Development Council, may schedule and allow special events on the premises such as weddings, receptions, parties, art shows, and other such events on the following conditions:

a. **Official Sponsored Event:** Events sponsored by the Gulf County Tourist Development Council, an approved tenant in the building, or the Gulf County Chamber of Commerce shall be exempt from any fee for the use of the building; however, the sponsoring organization shall pay a reasonable fee for utilities and shall insure the clean-up of the premises.

b. **Other Events:** Events not officially sponsored by the Gulf County Tourist Development Council or an approved tenant, such as private wedding receptions, shall be charged a reasonable fee for the use of the building. The Lessor and the Gulf County Tourist Development Council shall agree on a rental fee schedule which shall be attached to this Lease within 30 days of lease execution. The Lessor shall be paid, within 30 days of the event, one-half (1/2) of the rental fee for each non-officially sponsored event held on the premises. The Gulf County Tourist Development Council shall be entitled to one-half (1/2) of the rental fee to offset the maintenance of the premises. A reasonable utility charge and clean up fee shall be charged and Lessee shall not be obligated to split such fees with Lessor. In addition, Lessee may charge a refundable damage/security deposit fee.

c. The Lessor may hold special events in the building at any time without cost except a reasonable charge for utilities. The Lessor will provide reasonable advance notice to the Gulf County Tourist Development Council so as to avoid scheduling conflicts.

15. **Designation of Premises.**

Upon entering into this Lease, the Lessor and Lessee agree that, while the public may have access to portions of the building, the leased premises will be managed as a commercial enterprise or business and shall not be considered a public place for the purposes of Section 1-2, City of Port St. Joe Code of Ordinance.

16. **Right of Inspection.**

The Lessor, by its employees and agents, shall have, at all reasonable times during office hours or by appointment, the right to enter the leased premises to inspect the same.

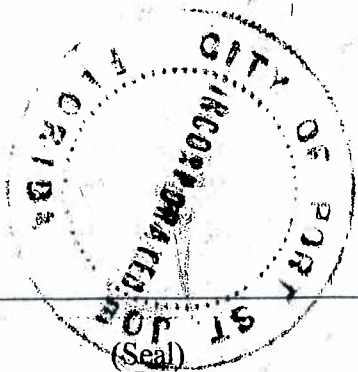
17. **Binding Effect.**

This agreement shall be binding upon and insure to the benefit of the parties hereto and their successors and assigns from the date hereof.

18. **Applicable Law.**

This Lease shall be governed by and construed in accordance with the laws of the State of Florida. If any provision of this lease or the application thereof to any person or circumstance shall to any extent be held invalid or unenforceable, the remainder of this Lease shall be valid and enforceable to the fullest extent provided by law.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals, in triplicate, on the date herein mentioned.



CITY OF PORT ST. JOE, FLORIDA

By: Mel Magidson
MEL C. MAGIDSON
Mayor-Commissioner

Attest: James Anderson
JAMES ANDERSON, Clerk

GULF COUNTY BOARD OF
COUNTY COMMISSIONERS

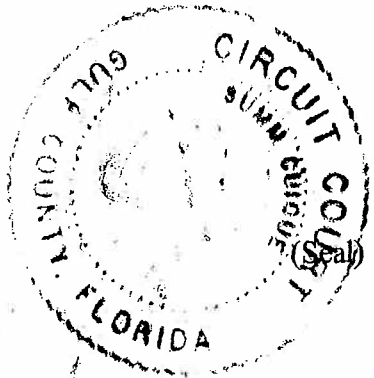
By: Curtis McLean
Chairman

Attest: Rebecca N...

GULF COUNTY TOURIST
DEVELOPMENT COUNCIL

By: T...

Attest: Marcy Townsend



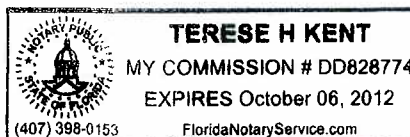
(Seal)

STATE OF FLORIDA
COUNTY OF GULF

I hereby certify that on this day, before me, an officer duly authorized to administer oaths and take acknowledgments, personally appeared MEL C. MAGIDSON and JAMES ANDERSON, as Mayor-Commissioner and Clerk of the City of Port St. Joe, respectively, personally known to me to be the Lessor in the foregoing Lease, and who executed the foregoing instrument, who acknowledged before me that they executed the same on the day and date therein written, as their act and deed with good authority, freely and voluntarily, that I relied upon the following form(s) of identification of the above-named person(s):

() Personally known to me () Other _____

Witness my hand and official seal in the County and State last aforesaid this 28 day of March, 2010.



Notary Public
My Commission Expires:

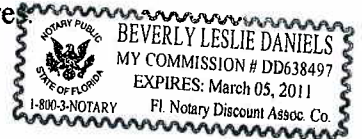
STATE OF FLORIDA
COUNTY OF GULF

I hereby certify that on this day, before me, an officer duly authorized to administer oaths and take acknowledgments, personally appeared CARMEN L. MCLEMORE, of Gulf County Board of County Commissioners, personally known to me to be the Lessee in the foregoing Lease, and who executed the foregoing instrument, who acknowledged before me that they executed the same on the day and date therein written, as the act and deed of themselves with good authority, freely and voluntarily, that I relied upon the following form(s) of identification of the above-named person(s):

() Personally known to me () Other _____

Witness my hand and official seal in the County and State last aforesaid this
23rd day of March, 2010.

Beverly Leslie Daniels
Notary Public
My Commission Expires:



STATE OF FLORIDA
COUNTY OF GULF

I hereby certify that on this day, before me, an officer duly authorized to administer oaths and take acknowledgments, personally appeared Thom R. Kroger, of Gulf County Tourist Development Council, personally known to me to be the Lessee in the foregoing Lease, and who executed the foregoing instrument, who acknowledged before me that they executed the same on the day and date therein written, as the act and deed of themselves with good authority, freely and voluntarily, that I relied upon the following form(s) of identification of the above-named person(s):

() Personally known to me () Other _____

Witness my hand and official seal in the County and State last aforesaid this
24th day of March, 2010.

Thomas S. Gibson
Notary Public
My Commission Expires:



Thomas S. Gibson
Commission # DD571615
Expires October 23, 2010
Bonded Troy Fain - Insurance, Inc. 800-385-7019

INBOX

Compose

Addresses




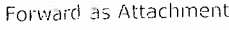


Folders

Options

Current Folder: **INBOX**

Welcome: janderson Your IP address: 192.168.11.117

 Message List  Delete

   Forward  Forward as Attachment  Reply  Reply All

Delete & Prev | Delete & Next

Move to: **INBOX**

Subject: [Fwd: RE: Annual Coverage Cost]**From:** cpierce@psj.fl.gov**Date:** Thu, December 6, 2012 3:34 pm**To:** "Jim Anderson" <janderson@psj.fl.gov>**Priority:** Normal**Mailer:** SquirrelMail/1.4.19**Options:** [View Full Header](#) | [View Printable Version](#) | [Download this as a file](#) | [View Message details](#) | [View as plain text](#)

FYI

Charlotte Pierce
City Clerk / Human Resource Officer / Grant Writer - Coordinator
P. O. Box 278 - Port St. Joe, FL 32457
850-229-8261 / Fax 850- 227-7522

----- Original Message -----
Subject: RE: Annual Coverage Cost
From: "Becky Leshner" <BLeshner@flcities.com>
Date: Thu, December 6, 2012 3:17 pm
To: "cpierce@psj.fl.gov" <cpierce@psj.fl.gov>

Good Afternoon Charlotte,

The annual premium for Location 004.001 - Tourist Development Council Building at 150 Captain Fred's Place is \$2,519.

Becky
From: Tom Conley
Sent: Tuesday, November 27, 2012 12:03 PM
To: Becky Leshner
Subject: Fwd: Annual Coverage Cost

Becky, can you please provide?

Sent from my iPhone
Tom Conley
(850) 251-8722

Begin forwarded message:
From: "cpierce@psj.fl.gov" <cpierce@psj.fl.gov> <cpierce@psj.fl.gov</src/compose.php?send_to=cpierce@psj.fl.gov>>
Date: November 27, 2012, 11:59:49 AM EST
To: Tom Conley <TConley@flcities.com</src/compose.php?send_to=TConley@flcities.com>>
Subject: Annual Coverage Cost
Tom,

Need an annual cost of coverage for the following: City of Port St. Joe Property Schedule # 004 001 150 Captain Fred's Place - Port St. Joe Tourist Development Council Building Limit \$362,000 (Construction - Frame).

9

INBOX

Compose

Addresses

Folders

Options

Current Folder: **INBOX**

Welcome: janderson **Your IP address:** 192.168.11.117

Message List Delete

Forward Forward as Attachment Reply Reply All

Delete & Prev | Delete & Next

Move to: **INBOX**

Subject: {Disarmed} PSJRA Office Relocation
From: "Gail Alsobrook" <gail@psjra.com>
Date: Mon, March 18, 2013 11:43 am
To: "Jim Anderson" <janderson@psj.fl.gov>
Cc: "Thomas Gibson" <tjgibson@psjlaw.com> (more)
Priority: Normal
Mailer: Microsoft Office Outlook 12.0
Options: [View Full Header](#) | [View Printable Version](#) | [Download this as a file](#) | [View Message details](#) | [View as plain text](#)

Jim,

As per the City Commission's direction, I am providing you with the anticipated one-time costs to relocate the PSJRA office to 406 Marina Drive. The actual move should be scheduled for Monday, April 1 - the first day the office is available. Please advise on who will provide the actual physical move (County/City/Private) and what part I should play.

I will have all my papers, supplies, and equipment boxed up by end of business on Friday, March 29. As we discussed and due to the limited storage capacity at the new location, I will box up old files and mark them clearly with a description of the content, date, and anticipated date they may be destroyed. As a part of the moving process, these files will be delivered to the City (exact location at your direction) for storage and management.

Thank you and please let me know what additional information you will need from me.

One-Time Expense

Purchase printer	\$294.99
Transfer phone	\$46.25
IT technical services	\$150.00
Cardboard file storage boxes	\$33.75
New letterhead	\$100.95
New envelopes	\$15.00
New business cards	\$126.75

