

**April 2, 2013**

**Regular Public Meeting  
6:00 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

Regular Public Meeting

6:00 p.m.

City Hall

Commission Chamber

Tuesday April 2, 2013

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## Call to Order

## Consent Agenda

### Minutes

- Regular Meeting 3/5/13
- Special Meeting 3/25/13

Pages 1-4

Pages 5-6

### City Attorney

- Update

## Old Business

- Lighthouse- Update
  - Project Manager Scope of Work (Handout)
- RESTORE Act Committee- Update
- Centennial Celebration- Update

## New Business

- Request to Waive Rental Fees
  - Goodwill Industries
  - Healthy Start Coalition
  - Port St. Joe High School
  - May Day Festival
- Florida Communities Trust- Stewardship Report
- Early Learning Coalition
- WastePro- Comm. Kennedy
- Sea//Tow Life Jacket Loaner Program
- PDRB Position Vacancy

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Pages 11-13

Page 14

Page 15

Page 16

### Public Works

- Flushing- Update

### Surface Water Plant

- Update

### Waste Water Plant

- Update

### City Engineer

- Headworks and Sprayfield- Update
- Water Distribution Phase I- Update
- Water Study- Update, David Kozan CDM Smith

**Code Enforcement**

- Update

**Page 17-18****Police Department**

- Update

**PSJRA**

- Request approval of PSJRA Provisional Director- Brian Hill
- Report on Bid Opening: Phase IV North Port St. Joe Gateway, project
- Status Report on CPI Grant to construct foundation for lighthouse
- Deck at Billy Joe Rish Memorial Parking Lot- Discuss plan and recommend award to Ecoseascape
- Status report on new banner series and plans for banner locations
- Status of Historic Downtown brochure/map
- Status report on Lighthouse Film Documentary
- Grants submitted: Langston Drive improvements and funding for Lighthouse Documentary marketing and promotion
- PSJRA Meeting Minutes

**Pages 19-21****Pages 22-27****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 5, 2013, AT 6:00 P.M.**

The following were present: Mayor Magidson, Commissioners Buzzett, McCroan, Patterson and Kennedy. City Manager Jim Anderson, City Clerk Charlotte Pierce and City Attorney Tom Gibson were also present.

## **CONSENT AGENDA**

### **Minutes**

A Motion was made by Commissioner Buzzett, second by Commissioner Patterson, to approve the Minutes of the Regular Meeting of February 19, 2013 and Workshop Meeting of February 26, 2013. All in Favor; Motion carried 5-0.

### **CITY ATTORNEY – Tom Gibson**

Mr. Gibson noted that Public Records Law may cover text messages when dealing with staff. Contact by telephone calls or personal appearances would be easier to keep up with rather than having to retain text messages.

### **CITY MANAGER'S REPORT**

#### **Old Business**

##### *Lighthouse Update / Project Manager Scope of Work*

Clay Smallwood of Preble Rish shared that they have hit the ground running on the project, a well thought out Scope of Work is being compiled and they anticipate having the finished product by the next meeting.

##### *RESTORE Act Committee*

Mr. Anderson reported that there was not a RESTORE Act Meeting today and it will be three weeks before another meeting is held. The deadline for Phase II applications was February 28, 2013, and there are still no guidelines from the state or federal levels.

##### *Centennial Celebration*

Mayor Magidson related the Photo Share was a lot of fun, numerous photos, nostalgic moments, and laughs were provided. Another scan is scheduled for March 16, 2013, at the WIG Building. There will be a fund raising event on May 11, 2013, which incorporates local and area bands. Mayor Magidson also requested suggestions for item to be placed in the time capsule.

##### *Marvin Avenue Waterline Replacement*

Mr. Anderson noted that materials for the project have been advertised for bid (FRP 2013-02) and staff will be doing the work on the project.

##### *Proposal to go out for bid – Architectural / Engineering Services*

Consensus was that these services should be project specific and there was not a need to enter into a contract at this time.

#### **New Business**

##### *Impact Fee Waiver Request – Lighthouse Pentecostal Ministries*

Reverend Tim Bailey requested a waiver of fees for their church that is being built. The Commission asked that Reverend Bailey find out what size lines will be needed and provide the information to Mr. Anderson. The

Commission would like to work with the church and offered the possibility of financing of fees and hook up costs. Staff will research what has been done previously for other churches.

#### *Bruce Ballister*

Mr. Ballister shared that "No Significant Impact" was noted in the Environmental Review for the North Port St. Joe Water System Improvement Grant.

#### *Request for Reimbursement*

Mr. Ballister noted that the North Florida Child Development project ended in June and that additional work for the ADA Bathrooms had caused an overrun in his budget. Mr. Ballister asked if the Commission would reimburse the Apalachee Regional Planning Council \$4,449.57 for expenses that had been incurred on the Bathroom project. Consensus was that there were no funds budgeted for this and the Commission would not be able to make the reimbursement.

#### *CDBG Water Line Replacement Grant #2*

Signatures for the project have been obtained and will be provided to Mr. Ballister.

#### *Request to Waive Rental Fees from Street Dance Committee and Covenant Hospice*

A Motion was made by Commissioner Buzzett, second by Commissioner Patterson, to waive Rental Fees for both requests. All in Favor; Motion carried 5-0.

#### **Public Works – John Grantland**

Flushing remains to be done between the Surface Water Plant and the St. Joe Beach Booster Station. Once this is completed, flushing will continue to the beaches service area.

#### **Surface Water Plant – Larry McClamma**

The Disinfectant by Products tests were very good. The acceptable state level is 80 and our levels were 35.5 for the quarter and our rolling average was 69.05.

The Tenth Street Water Tank has been down for cleaning. Utility Services will clean the tank, which has not been cleaned since the Surface Water Plant came on line, for free and noted that the tank is in really good shape. The fill line to the tank produced colored water and was flushed until the water was clear. Mr. McClamma noted that the fill line is in need of servicing.

#### **Wastewater Plant - Lynn Todd**

Ms. Todd shared that the #1 Grit King has failed again, it has been flushed and they are operating in by-pass mode. North Florida Construction and Hydro International have been contacted. A solution to the problem is needed and there is also a conference call Thursday at 10:00 A.M. to discuss this and other problems as well.

The Bar Screen which has been out of service was under warranty and a replacement part was provided.

Ms. Todd noted that more scrap metal was collected in the cleanup of the old water plant than was expected and it generated approximately \$2,447 in revenue.

#### **City Engineer – Clay Smallwood**

*Headworks and Sprayfields Update - Nothing to report at this time.*

#### *Water Distribution Phase I Update*

Mr. Smallwood anticipates that all road patching will be completed tomorrow. I-C Contractor has been hand raking in preparation for grassing and the punch list is being formulated.

## *Water Study Update*

GIS Maps for CDM have been completed and will be used as a tool to analyze and lead to areas for testing. They anticipate having a Gap Analysis Summary Memo available next week.

A Motion was made by Commissioner Buzzett, second by Commissioner Kennedy, to approve milling and stabilizing of the cut made by CVS on First Street. The cost is approximately \$4,100. All in Favor; Motion carried 5-0.

## **Code Enforcement**

Mr. Burkett's Activity Report was reviewed, no action was required.

## **Police Department – Chief Barnes**

The Masonic Lodge Fire Investigation has been closed. A warrant has been signed and an arrest is anticipated shortly.

Chief Barnes introduced our new City Policeman, Ricky Tolbert. Officer Tolbert has 27 years in law enforcement and most recently ran the Drug Investigations Unit of the Gulf County Sheriff's Department.

## **PSJRA – Gail Alsobrook**

### *Office Location Status*

Space will be available for the PSJRA at the Local Color Building. The Chamber of Commerce has approved the relocation and space will be available on April 1, 2013. Relocation, ground maintenance and other expenses are being discussed. Attorney Gibson will be talking with Gulf County Attorney Jeremy Novak to resolve these issues.

### *Follow-up Report on MLK Sidewalk Project Workshop*

The Workshop Meeting, which was originally planned for the Washington Gym, was moved to the Washington Improvement Group Building. Ms. Alsobrook felt that the meeting went well and it provided an opportunity to clarify the project plans. Preble Rish currently has the Design Plans.

### *Request Approval to Re-Advertise Phase IV Highway 98 Landscaping (North Port St. Joe Gateway)*

Ms. Alsobrook requested that she be allowed to rebid the project as the low bidder had sharply different cost and indications were that the bidder did not understand the soils involved. A Motion was made by Commissioner Buzzett, second by Commissioner Kennedy to rebid the project. All in Favor; Motion carried 5-0.

*The PSJRA's Annual Report has been placed in each Commissioner's City Hall Mail Box.*

### *Status of Lighthouse Documentary Bids*

Five packets were received. After review of the qualifications, it was recommended that the submittal of Lisa Curry and Clayton Long be accepted. A Motion was made by Commissioner Kennedy, second by Commissioner McCroan, to enter into a contract with Lisa Curry and Clayton Long. All in Favor; Motion carried 5-0.

### *Status of Billy Joe Rish Memorial Parking Lot Bids*

One submittal was received from Eco Sea Scape. Ms. Alsobrook is contacting USDA to see if one bid is acceptable or if they require more.

*PSJRA Minutes of January 17, 2013, and were included in the Agenda for the Commission's perusal.*

## City Clerk – Charlotte Pierce

*Cemetery Re-Platt* - Mrs. Pierce shared that there are very few 8 and 4 space plots at Holly Hill Cemetery available. She requested that some plots in Block K and M be converted to 8 and 4 space plots. A Motion was made by Commissioner Buzzett, second by Commissioner Patterson, to make the conversion. All in Favor; Motion carried 5-0.

## Citizens to be Heard

Barbara Vantreese requested permission to have two directional signs erected to help people locate the Gulf County Humane Society and Thrift Shop. The signs would be at the Intersection of Knowles Avenue & Highway 71 and the other at Knowles Avenue & Tenth Street. Ms. Vantreese will need to complete a Sign Application before help can be given.

Lorida Gingell, on behalf of the Gulf County Chamber of Commerce, thanked the City for their help with the annual dinner. She specifically mentioned the Public Works Department and their assistance.

## Discussion Items by Commissioners

*Commissioner Buzzett* – Nothing at this time.

*Commissioner McCroan* – Nothing at this time.

*Commissioner Patterson* thanked John Grantland for his assistance with a citizen. He also shared that he continues to receive complaints that golf carts cannot be driven across the local highways.

Commissioner Kennedy noted that the inability to hear speakers in the Centennial Building continues to be a problem.

Mayor Magidson shared that he would be qualifying to seek re-election to the Mayor-Commissioner seat that he currently holds.

Due to several Commissioners being out-of-town on March 19, the consensus was to cancel the Regular Meeting on that date and if necessary, have a Special Meeting on March 26, 2013.

A Motion was made by Commission McCroan, second by Commissioner Kennedy, to adjourn the Meeting at 7:20 P.M.

Approved this \_\_\_\_\_ day of \_\_\_\_\_ 2013.

\_\_\_\_\_  
Mel C. Magidson, Jr., Mayor

\_\_\_\_\_  
Charlotte M. Pierce, City Clerk



**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF CITY  
COMMISSIONERS FOR THE CITY OF PORT ST. JOE, FLORIDA, HELD IN THE  
COMMISSION CHAMBER AT CITY HALL, March 25, 2013, at 12:00 Noon**

The following were present: Mayor Magidson, Commissioners Buzzett, McCroan, Patterson and Kennedy. City Manager Jim Anderson, City Clerk Charlotte Pierce and City Attorney Tom Gibson were also present.

The purpose of the Special Meeting was the TDC Building / PSJRA Move; RFP 2013-02 Bid Award Marvin Avenue Project Materials; Proposed Deed transfer of Soccer Fields to the Gulf County School System and the Scope of Work for Cape San Blas Lighthouse Complex move.

*TDC Building / PSJRA Move*

City Manager Jim Anderson, City Attorney Tom Gibson, Gulf County Administrator Don Butler and County Attorney Jeremy Novak had previously met to discuss the TDC Building as to insurance and space for the Port St. Joe Redevelopment Agency (PSJRA), City / County Amended Inter-local Agreement and the Fire Tax for Windmark II.

After discussion, a Motion was made by Commissioner Buzzett, second by Commissioner McCroan, for the PSJRA to remain in the TDC Building until the issues with the County are resolved. The City owns the land, provides insurance and is the Lessor on the Lease Agreement between the City of Port St. Joe and the Gulf County Board of County Commissioners by and through the Gulf County Tourist Development Council. All in Favor; Motion carried 5-0.

A Motion was made by Commissioner Kennedy, second by Commissioner McCroan, for a letter addressing the cost of moving for the PSJRA, Building Insurance Premiums, distribution of Fire Tax Money and amending the Amended City / County Inter-Local Agreement to be sent to Gulf County Administrator Don Butler. All in Favor; Motion carried 5-0.

*RFP 2013-02 Bid Award Marvin Avenue Project Materials*

The only bid for the project was received from HD Waterworks in the amount of \$16,755.04. A Motion was made by Commissioner McCroan, second by Commissioner Patterson, to award RFP 2013-02 to HD Waterworks in the amount of \$16,755.04. All in Favor; Motion carried 5-0.

*Proposed Deed transfer of Soccer Fields to the Gulf County School System*

An on going discussion has been held as to transferring the J. Lamar Faison Soccer Complex to the Gulf County School Board. City Manager Jim Anderson, Commissioner Kennedy and Gulf County Schools Superintendent Jim Norton have met on this project. A Motion was made by Commissioner Buzzett, second by Commissioner Kennedy, to send a letter to the Gulf County School Board offering them the complex. The main concern is that the complex must be available to the public, in perpetuity, as stated by the St. Joe Company and the Florida Recreation Development Assistance Program (FRDAP) requirements. If assurance of this requirement can be resolved, the City will transfer the property. All in Favor; Motion carried 5-0.

*Scope of Work for Cape San Blas Lighthouse Complex move*

Clay Smallwood, PRI, presented a proposal for professional services on the Lighthouse Relocation. After discussion, it was noted that the PSJRA has budgeted \$80,000 for foundations for the structures. Gail Alsobrook is to meet with Mr. Smallwood to determine what services the PSJRA has already paid for that



could be eliminated from the Scope of Work provided by MLD Architects. Mr. Smallwood is to prepare a Deliverables Schedule and a Financial Draw Schedule for consideration at the April 2, 2013, Meeting.

There were no citizens present that wished to address the Commission.

Commissioner Kennedy announced that he would not be seeking re-election this year. His fellow Commissioners thanked him for his invaluable service to the Commission and noted that they were disappointed that he was not seeking re-election.

Commissioner Patterson shared that he would be seeking re-election and had enjoyed serving the City and its residents the past two years.

Commissioner McCroan did not have anything to discuss at this time.

Commissioner Buzzett did not have anything to discuss at this time.

A Motion was made by Commissioner Buzzett, second by Commissioner Patterson, to adjourn the Meeting at 1:23 P.M.

Approved this \_\_\_\_\_ day of \_\_\_\_\_ 2013.

\_\_\_\_\_  
Mel C. Magidson, Jr., Mayor

\_\_\_\_\_  
Charlotte M. Pierce, City Clerk

## GOODWILL INDUSTRIES-BIG BEND, INC.

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Fred G. Shelfer, Jr.  
President

300 Mabry Street • Tallahassee, FL 32304  
(850) 576-7145 • FAX (850) 576-0921

Stacy Larkin  
Vice President, Mission Services

March 26, 2013

Dear Mr. Anderson,

Goodwill Industries Big Bend, Inc. Career Training Center is planning to host a job fair and we are requesting the use of the Centennial Building for this great event. Goodwill is excited about bringing employers together for this event in hopes of hiring people who are in need of employment or in need of advancement in their careers.

The tentative date that we would like to host the job fair is Tuesday May 7, 2013. We are asking that the nonprofit fee of one hundred dollars be waived. This event will help job seekers in our community meet with potential employers to increase employment opportunities.

Thank you in advance; we appreciate your consideration regarding this matter,

Respectfully,



Tandra Burns  
Employment Specialist/Lab manager

**goodwill**

Accredited By The Rehabilitation Accreditation Commission- CARF

AGREEMENT FOR TEMPORARY USE OF CENTENNIAL BUILDING  
CITY OF PORT ST. JOE, FLORIDA

NAME OF INDIVIDUAL OR ORGANIZATION ENTERING AGREEMENT (HEREIN KNOWN AS USER:)

Healthy Start Coalition of Bay, Franklin, & Gulf Counties

ADDRESS: \_\_\_\_\_

907 Cherry St. Panama City FL

32401

CITY

STATE

ZIP

TELEPHONE 850-872-4130 DATE(S) REQUESTED May 23, 2013

TYPE OF ACTIVITY Free Community Baby Shower

RENTAL FEE AMOUNT: \$300 Refundable Deposit

In consideration of the mutual covenants and conditions contained herein, the Board of City Commissioners of the City of Port St. Joe, Florida, a municipal corporation (herein known as "City"), agrees to make available the Centennial Building to User on the date(s) set forth above.

All "Users" be advised that the Board of City Commission does not rent this facility to organizations for extended periods of time. Rentals are on a temporary basis only, and Users are urged to make other arrangements as soon as possible.

**The City shall:**

- A. Furnish light, heat, and water by means of appliances installed for ordinary purposes, but for no other purposes. Interruptions, delays, or failure to furnish any of the same, caused by anything beyond the control of the City Commissioners, shall not be charged to the City of Port St. Joe.
- B. Not be responsible for any damage, accidents, or injury that may happen to the User or his agents, servants, employees, spectators, or any and all other participants and/or property from any cause whatsoever, arising out of or resulting from the above described activity during the period covered by this agreement.
- C. Reserve the right, in the exercise of its discretion, to rescind and cancel this agreement at any time when the purpose or purposes for which the premises herein described are being used and intended to be used, shall be obnoxious or inimical to the best interest of the City; anything herein contained notwithstanding.
- D. The activities of the City have first priority and the City reserves the right to alter this schedule by notifying the renting party 48 hours prior to a scheduled event.

2. **The User shall:**

- A. Take the premises as they are found at the time of occupying by the User.
- B. Remove from the premises within twenty-four (24) hours following the conclusion of the contracted activity all equipment and material owned by the User. The City assumes no liability for the User's equipment and material.
- C. Not re-assign this agreement or sublet the premises or any part thereof or use said premises or any part thereof for any purpose other than that herein specified, without written consent of the City.
- D. Indemnify the City and hold it harmless from any liability, including court costs and attorney's fees which result from any of the activities which occur on the property during the term of this Agreement.

From: "Kim McFarland" <kmcfarland@gulf.k12.fl.us>  
Subject: RE: Port St. Joe Prom 2013  
Date: Tue, November 20, 2012 11:16 am  
To: "Kim McFarland" <kmcfarland@gulf.k12.fl.us>, "tkent@psj.fl.gov" <tkent@psj.fl.gov>  
Cc: "Reina Nixon" <rnixon@gulf.k12.fl.us>, "Carol Faison" <cfaison@gulf.k12.fl.us>, "Jeremy Knapp" <jknapp@gulf.k12.fl.us>

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**Good afternoon, Terese!**

**It's time to start discussing PROM 2013 again! This year's Port St. Joe High School Prom is scheduled for Saturday, April 20th , and we would like to reserve the Centennial Building for the week of April 15-21, 2012. In keeping with tradition, we would also need the bleachers and floodlight for the "red carpet" entrance. I'm not certain of the theme this year, but I'll let you know as soon as it is announced—nothing too crazy, I hope!**

**Thank you for all you have done to support our students, school, community and ME.**

**Sincerely,**

**Kim McFarland**

**Cell: 227-6474**

**School: 229-8251**

## "MAY DAY FESTIVAL"

TO BE HELD MAY 24 - 25<sup>TH</sup>, 2013

Your cooperation is needed to make this event a success. Our children will have an experience of their lifetime. Highlights: May Day Queen's Coronation, solo, and group presentations, plaiting the May Day Pole and field games.

WHAT'S NEEDED: Youth ages 7-17 boys and girls. Volunteers to carry out a specific task, sponsors to submit name of contestant by May 15<sup>th</sup>, sponsors to provide corsages and identification banners. Volunteers will form a committee to finalize plans. For more information call Maxine Gant at: 229-6624 or 227-6545 after 2:00pm, daily.

City of Port St. Joe Officials, this  
is a request for a fee waiver  
for a May Day activity May 24 & 25  
and the Mayor or designee to  
present the key to the city  
at 1:00 pm on the 25<sup>th</sup>.  
Respectfully,  
M. Gant

# Florida Communities Trust Stewardship Report Checklist

2012 ~CA

FCT Project Number: <b>08-077-FF8</b>		
Project Name: <b>Port St. Joe Waterfront Park</b>		
Local Government: <b>City of Port St. Joe</b>	w/i <b>GULF</b> County	
Acquired Acres: <b>3.29 acres</b>	Report Due: <b>NOVEMBER</b>	
S1, T8S, R11W	Location: <b>on St Joseph Bay off U.S. Highway 98</b>	
Key Contact: <b>Charlotte Pierce; Grants Coordinator; <a href="mailto:cpierce@psj.fl.gov">cpierce@psj.fl.gov</a>; 850-229-8261 x129</b>		

<b>Was the entire project site acquired?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> original application 4.35 ac			Acquired: 11/23/09	Match: 0%
If no, the year the Mgmt Plan was updated to delete the unacquired parcels: <b>updated acreage/ boundary in MP approval</b>				

<b>Site Development – 10 % developed</b>		
Is Park Open to Public?	yes <input type="checkbox"/>	Year open:

<b>Entrance Sign</b> - Has the required acknowledgment sign been installed stating that: "funding for the acquisition of the project site was provided by the Florida Communities Trust" <b>[SMC4]</b>		
<input checked="" type="checkbox"/> Yes	Year installed: <b>6/18/2010</b>	Provide a current <input checked="" type="checkbox"/> photograph of the sign: 2010, <b>2012SV</b>

<b>Future Land Use Map – FLUM</b> been amended to conservation, recreation, open space, or other similar category. <b>[SMC1]</b>			
<input type="checkbox"/> Yes	Date amended:	Current FLU designation: <b>planned 2010</b>	Documentation? yes <input type="checkbox"/> no <input type="checkbox"/>
<b>Zoning – The Zoning</b> has been amended to conservation, recreation, open space, or other similar category. <b>[SMC1]</b>			
<input type="checkbox"/> Yes	Date amended:	Current Zoning designation: <b>planned 2010</b>	Documentation? yes <input type="checkbox"/> no <input type="checkbox"/>

<b>List all physical improvements required on the site</b> <b>4 + recreational facilities [SMC2]; *water access facility [SMC3]; ↻ ¼ ml trail [SMC19]; Bike rack [SMC17]</b>		
Facilities:	SMC	Year completed:
1. <b>Wildlife Observation Area/Platform</b>	yes	<b>planned 2012</b>
2. <b>Picnic Pavilion</b>	yes	<b>planned 2012</b>
3. <b>Kayak/Canoe Launch *</b>	yes	<b>planned 2012</b>
4. <b>Tether Ball</b>	yes	<b>planned 2010</b>
↻ <b>Nature Trail / Boardwalk</b>	yes	<b>planned 2012</b>
<b>Bike rack</b>	yes	<b>planned 2012</b>
Offsite parking (undeveloped 5 <sup>th</sup> Street road & ROW to become parking and access to site via Baywalk)	no	<b>planned 2011</b>
Benches	no	<b>planned 2010</b>
Horseshoe pits	no	<b>planned 2010</b>

<b>Sidewalk Connection: Special Condition</b> yes <input checked="" type="checkbox"/> no <input type="checkbox"/> ; <b>SMC16: Safe pedestrian sidewalk connection to be provided between this site &amp; the downtown sidewalk network.</b> A sidewalk along US98 exists in front of the site- the City will provide a safe crossing across 98 at the park site.	
<b>planned date ?</b>	Year sidewalk connection completed

<b>Paddling Trail Connection: Special Condition</b> yes <input type="checkbox"/> no <input checked="" type="checkbox"/> ; <b>n/a too far from designated trail to be a destination.</b>	
<b>planned 2012</b>	Year launch facility installed
n/a	Year sign installed
n/a	Year restrooms installed



**Recreational Trail Connection: Special Condition yes[X] no[]; SMC20: to be incorporated into Port St. Joe Waterfront Baywalk.** MP: Baywalk trail to continue along bay. Project site includes narrow parcel along the bay connecting "flag" site parcels to each other & to the 5th Street ROW (offsite parking) adjacent to north is restaurant with 350' of waterfront. Restaurant is within redevelopment area and has agreed to City Baywalk connection, to link existing city trail in Frank Pate Park and this site. Existing adjacent city sidewalk already links to trail to this site.

**planned date?** Year trail connection completed

**Ecological Corridor Connection: Special Condition yes[] no[X].**

n/a Corridor connection

**Stormwater facility: Special Condition yes[X] no[]; SMC10: improve surface waters with the installation of SWM facilities coordinated with NFWFMD.** existing: 2 ditches receive SW from adjacent US Hwy 98 & neighborhoods.

**planned 2011** Year stormwater facility completed

**Archaeological Survey: Special Condition yes[X] no[]; SMC15: Survey prior to any development activity.**

**planned 2010** Year archaeological survey conducted

Copy of Survey Provided? yes[] no[]

**Previous features identified:**

**Any new features identified:**

**Any new management recommendations:**

**Wetland Restoration: Special Condition yes[] no[X];** existing Rip-rap along shoreline. MP: to work with Aquatic Preserve in improving coastal wetlands.

Year wetland restoration started

**planned 2011** Year Wetland restoration completed

**Upland Restoration: Special Condition yes[X] no[]; SMC12: significant portion of the degraded upland area, approximately 2.4 acres to be planted with native upland vegetation.** MP: Also landscape around recreational facilities.

Year restoration started

**planned 2011** Year restoration completed

**planned date ?** Year landscaping completed

**Burn Plan Developed: Special Condition yes[] no[X].**

n/a Year program developed

Year fire lines installed

Burns conducted

**Plant and Animal Survey: Special Condition yes[X] no[]; SMC8: site to be managed in a manner that protects/enhances listed & non-listed native wildlife & habitat. Periodic surveys to be conducted.**

**planned 2010** Year of initial survey

Copy of Survey Provided? yes[] no[]

Follow up surveys

**Photos only.** Also the City w/ Aquatic Preserve plans (MP) to conduct **photo monitoring** of vegetative communities –date TBD

**photos received** 2012

**Exotic Plant Removal: Special Condition yes[X] no[]; SMC11: Exotic vegetation shall be removed. SMC13: ongoing monitoring and control program.** 2009: lantana, camphor, Chinese tallow.

<b>2010</b>	Year exotic plant control started ( <b>removal on entire site</b> )										
Monitoring	<b>2012</b>										
Removal	<b>camphor</b>										

<b>Feral Animals Removal: Special Condition yes[X] no[]; SMC14: removal program. 2012SV-none observed</b>											
<b>planned 2010</b>	Year program initiated										
Monitoring											
Removal											

<b>Education:</b>											
<b>planned 2010</b>	Educational signs or kiosk installed <b>Special Condition yes[X] no[]; SMC5: Interpretive signs or kiosks.</b>										
<b>planned 2011</b>	Year educational program initiated <b>Special Condition yes[X] no[]; SMC6: 12 classes annually.</b>										
n/a	Year educational center staffed & open <b>Special Condition yes[] no[X]; rcvd pts in application but couldn't acquire bldg parcel &amp; didn't require to meet minimum funding pts.</b>										
Year											
Classes											

<b>Easements – leases - concessions - (describe activity i.e. Conservation Easement?)</b>											

<b>Sovereignty Submerged Lands</b> (lease, waiver or consent of use) <input checked="" type="checkbox"/> yes <input type="checkbox"/> n/a <input type="checkbox"/> ; <b>water facilities will require some SSL</b>	
Copy of documentation in file? <input type="checkbox"/> Yes <input type="checkbox"/> No	Year <b>NTD</b>
Provide year and describe activity: <b>launch &amp; platform in or over St Joseph Bay</b>	

<b>Revenue: (All fees collected are placed in a segregated account) may have canoe rentals after park developed</b>											
Year	<b>2012</b>										
Amount	<b>none</b>										

<b>Other issues unique to the site - describe the issue (i.e. Existing natural communities &amp; condition: vegetative &amp; wildlife )</b>											
SMC7	Natural communities (seagrass beds & estuarine tidal marsh) to be preserved, managed to ensure viability.										
SMC9	Location & design of any parking facility designed to have minimal impacts & be pervious wherever feasible.										
SMC18	Management of estuarine resources coordinated w/ NWFWM, DEP, FWC & Waterfronts Partnership Committee										
existing	TH Stone Memorial St Joseph Peninsula State Park 5+ miles across the bay.										
2010	City may post temporary event signs on parks- signs limited to non-profit city events. (7/2010 email in SR folder)										
2012	<b>City acknowledges that all timeframes are past due. City to furnish revised timeline (when?). Site managed since acquisition with invasive exotic plant control (all eradicated to date) and mowing.</b>										

<b>Management Plan changes – list the changes, including timeline, &amp; the year they were approved or modifications needed</b>											
2009	Original MP approved 10-28-09										

<b>Site visits - describe the results of the site visit</b>											
4/18/2012	<b>FCT sign up; site mowed &amp; invasives removed. 1 camphor resprout (removed after SV). No reporting to date on this site. Timeline needs revision.</b>										

<b>Reporting History: Due end of NOVEMBER each year starting in 2010 (log all years due even if not received)</b>											
Due	2010-11	<b>2012</b>									
Received	no	<b>2/13</b>									
Clarification?	n/a										
%complete	0	<b>10</b>									



March 1, 2013

**Chair**

Jon McFatter

**Vice Chair**

David Melvin

**Treasurer**

Jerry Sowell

**Secretary**

Darrin Wall

**Executive Director**

Lynne Eldridge

**Contact Information**

Phone: (850) 747-5400

Fax: (850) 747-5450

Toll Free: 1-866-277-9077

[www.elcnwf.org](http://www.elcnwf.org)

CCR&R/Warmline:

1-866-269-3022

**Family Success Offices**

Regional Office One

4636 Hwy. 90 East, Suite E  
Marianna, FL 32446

Regional Office Two

17731 NE Pear Street  
Blountstown, FL 32424

Regional Office Three

703 West 15<sup>th</sup> Street, Suite A  
Panama City, FL 32401

The Honorable Mayor Mel Magidson, Jr.

City of Port St. Joe

P.O. Box 278

Port St. Joe, FL 32457

Dear Mayor Magidson:

The purpose of the Early Learning Coalition of Northwest Florida (Coalition) is to grow healthy children, parents, and the relationship between them. We believe the best way to have a positive impact on a child's life is by having a positive impact on their family. We also believe when organizations, community businesses, and parents work together – families are strengthened, communities grow, and children fulfill their purpose.

One way the Coalition provides a positive impact is through the School Readiness Program. Based on our current fiscal year that began July 1, 2012, in Port St. Joe **seventy-seven (77) children** received high quality early education and **fifty-nine (59) parents** were able to receive assistance with childcare tuition costs in order to continue employment or education. Additionally, parents and guardians have been able to access a high quality early learning provider in cases of protective placement. As you know, the School Readiness Program also provides a significant economic impact in that **more than \$83,000 was brought into the local economy through our state grant award**.

The Coalition truly appreciates the support you have provided to the School Readiness Program and to children and families in Port St. Joe. In order to ensure the program continues its positive impacts at current levels, the Coalition is requesting \$1,500 for 2013-2014. With your contribution, along with other local supporters, the Coalition will be able to draw down nearly \$16 for every \$1 received ensuring the program continues its positive impacts at current levels. We realize that funding is limited; however, please consider the substantial economic impact these dollars have as well as the positive impacts made in families' lives.

Thank you for the opportunity to share information about the Coalition and to present our funding request. If you have any questions or would like to learn more about our programs and services, please contact us at (850) 747-5400 or [lynne.eldridge@elcnwf.org](mailto:lynne.eldridge@elcnwf.org).

Sincerely,

David Warriner  
Gulf County Representative  
Board of Directors

Lynne Eldridge  
Executive Director





Capt. Brandon Davis  
Sea//Tow, Port St Joe  
210 Commerce Dr.  
Port St Joe, FL 32456  
(850)628-3160

March 28, 2013

Jim Anderson  
City of Port St Joe  
305 Cecil G. Costin Sr. Blvd  
Port St Joe, FL 32456

Dear Jim,

As a follow up to our conversation on March 23<sup>rd</sup>, I am writing to provide additional details regarding the Life Jacket Loaner Program and to request the board's consideration in allowing us to provide life jackets to boaters at the city ramp. Every boat is required to have a properly fitting life jacket for every person on board, and children under 16 are required to wear one at all times. However, life jackets are not only a legal requirement, they also save lives. At Sea Tow, our professional boat captains never leave the dock without wearing a life jacket, and we see just how few other boaters actually wear them and how often children do not have a life jacket on or one that fits properly. By providing free life jackets in a convenient and conspicuous location, we feel that we could encourage more people to wear a life jacket and to have properly fitting life jackets for their children.

With the City's permission, we would place a permanent wooden box near the ramp that would contain brand new Stearn type 3 life jackets in multiple sizes (including adult and children's sizes). On weekends, the box would be opened in the morning by our staff and boaters could help themselves to whatever life jackets they may need. At the end of the day they would return them to the same box. There is absolutely no cost to the boater. On days that the box hasn't been opened, boaters can simply call our 24/7 dispatch number and we will give them a combination to open the box with no hassle or sales pressure. This is an absolutely free service to the boating community.

Likewise, there will be absolutely no cost to the city. The life jackets have been provided to us by the Sea Tow Foundation for free. The Sea Tow Foundation is a 501c, nonprofit organization established by Sea Tow Services International to promote safe boating practices. Since 2007, the Sea Tow Foundation has provided over 15,000 life jackets to boaters through similar programs. The life jackets would be maintained and replaced by Sea Tow, Port St Joe as needed. We currently have 119 life jackets in inventory. The box housing the lifejackets would be built and paid for by Sea Tow, Port St Joe and the City would have final approval before it is installed at the ramp. If at any time, the city feels that the changes need to be made to the program, we will work to accommodate such changes.

I understand that you are concerned with advertisements and vendors pressuring boaters at the ramp. However, I hope that you will find that we are simply trying to promote safety and awareness to our boating community. As a member of this community and the community of boaters, we feel compelled to do everything we can to prevent an accident in our area that could have been prevented. We simply ask that the city grant us permission to provide this free service to boaters.

Sincerely,



Brandon Davis

March 22, 2013

Mr. Jay Rish, Chairman  
Port St. Joe Planning Development Review Board  
C/o P.O. Box 278  
Port St. Joe, FL 32457

Dear Chairman Rish,

Based upon my newly elected position as Gulf County Property Appraiser I have been advised by legal counsel that I should officially resign as board member of the City of Port St. Joe Planning Development Review Board. This due to the fact that it may constitute a violation of the dual officeholding prohibition under Article II, section 5(a), Florida Constitution. I would like to thank each Commissioner and PDRB board members for the opportunity to serve the City of Port St. Joe.

If you have any questions or comments about this matter, please do not hesitate to contact me at 850-227-5702.

Sincerely,



Mitch Burke

Cc: Mr. Jim Anderson, Port St. Joe City Manager  
Mayor/Commissioner Mel Magidson  
Commissioner Bill Kennedy  
Commissioner Bo Patterson  
Commissioner Phil McCroan  
Commissioner Rex Buzzett

Richard Burkett  
Code Enforcement Insepctor

**Code Enforcement  
2013 Activity**

Activity As of 3-28-13  
City Of Port St. joe

	Open	Closed	Total	Increase Since 3/14/13
Unlawful Accumulation	4	14	18	1
Substandard Structure	12	3	15	1
Abandoned Vechicle	4	1	5	1
Unlawful Sewer				
Land regulation Violation	3		3	
Business Lic. Violation	1	0	1	1
Special Master Hearings				
Building Demolition	0	1	1	
Waste Violation	14	66	80	16
Sign Violation	0	3	3	1

Total	38	Total	88	Total	126	Total	21
				2013 Year Cases			



	Open	Closed	Total	Increase Since 2/28/13
Unlawful Accumulation	4	13	17	2
Substandard Structure	11	3	14	3
Abandoned Vechicle	3	1	4	
Unlawful Sewer				
Land regulation Violation	3		3	
Business Lic. Violation				
Special Master Hearings				
Building Demolition	0	1	1	
Waste Violation	9	55	64	20
Sign Violation	0	2	2	1

Total	30	Total	75	Total	105	Total	26
				2013 Year Cases			

## Request for Proposal and Bid Form

### Timber Deck Design and Construction – Billy Joe Rish Parking Lot

The Port St. Joe Redevelopment Agency is requesting qualifications for a custom design and construction of a timber deck over the storm water management facility at the Billy Joe Rish Memorial Parking Lot, at 4th and US 98 in Port St. Joe, FL.

A conceptual plan, including details, is attached – and can be considered as a maximum option, but not a requirement (Sheet C1, Project #019.179, Preble-Rish, Inc). The structural design (by bidders) must support the weight of 25 persons minimum and account for a future signage/kiosk element (one example attached). Bidders are invited to stipulate a similar design of their own, to be accounted for and integrated into their own deck design – which may be incorporated at some future date. Note that the “gazebo” concept has been replaced by a simpler “kiosk” concept, with core intent to promote local business and events.

The lowest horizontal structural elements of the deck shall be a minimum of 6 inches above the adjacent sidewalks, but no higher than 18 inches above the adjacent sidewalks. In no case shall the structure interfere with any underground utilities or structures. The deck shall comply with ADA and Florida Accessibility Standards, and include railings if required by any applicable codes.

The complete costs for design, engineering, permits and construction may not exceed \$16,900. Each bidder shall guarantee that they will deliver the design proposed for the cost stipulated on the bid form below.

Bids will be received until 3:00 pm Eastern Time, on Friday, March 1, 2013. Submit three (3) copies to Gail Alsobrook, PSJRA, 150 Captain Fred's Place, Port St. Joe, FL 32456. Proposals shall be submitted in a sealed envelope, plainly marked with bidder's name, address, date and time of opening, and RFQ Number 2013-02. Proposals will be publicly opened and acknowledged at City Hall, 305 Cecil Costin Sr, Blvd, Port St. Joe, FL 32456 on March 1, 2013 at 3:05 PM EST, in the City Commission Chamber.

### PSJRA Bid Form

### Timber Deck - Design and Construction

Billy Joe Memorial Parking Lot

Total Bid Costs: 16,880

Design, Engineering and Permit Documentation Costs: 1,400

Building Permit Costs: 150

Construction Costs Total: 15,330

Temporary Facilities 90

Building Materials 8,970

Building Labor 4,370

Construction Subtotal: 13,330

General Contractor's Costs: 2,000

Bidder shall attach a one-page concept drawing that represents the design intent and extent of the project corresponding to the numbers above. The Port St. Joe Redevelopment Agency reserves the right to reject any bids which do not respond fully and appropriately to the requirements above. The bidder acknowledges this condition by his signature below:

Bidder Name: ECOLOGICAL CONSTRUCTION  
SERVICES, INC.  
CB01255797

Bidder Signature: [Signature]

D. S. ANDERSON PRESIDENT



We propose to construct 1,400 sq ft. of decking described in the bid documents in the following fashion.

6X6 vertical pilings 10' on center, encased in concrete with a minimum of 3' depth below grade.

2X12 structural framing.

2X10 joist framing.

2X6 top deck boards.

All materials to be pressure treated.

All bolts to be 5/8" with washers and nuts.

All straps to be Simpson Brand.

Ramp to meet ADA standards.

Location of Kiosk to be stipulated prior to design for future structural considerations to support Kiosk.

All insurance to be provided by contractor along with design, structural engineering, and permitting

A handwritten signature in blue ink, appearing to read "Doug Anderson".

Doug Anderson, President

CBC1255797

<p> <small>                     1. The information on this form is to be used for the purpose of the research project only. It is not to be used for any other purpose. The information on this form is to be used for the purpose of the research project only. It is not to be used for any other purpose.                 </small> </p>		
NO.	DATE	APPROV.
1		
2		
3		
4		
5		

DATE November 2012	PROJECT NO. 019.179
SCALE 1"=20'	
DRAWN: C. Kennedy	SHEET C1
CHECKED: G. Smilwood	

SCALE: N.T.S.

**Port St. Joe Redevelopment Agency**  
Board of Directors  
Gulf County Welcome Center Conference Room  
150 Captain Fred's Place

**MEETING MINUTES**

February 28, 2012  
9:00 AM

*The Mission of the Port St. Joe Redevelopment Agency is to serve the community by guiding redevelopment activities to create a vibrant downtown core and revitalized neighborhood, to improve quality of life, and to stimulate economic growth within the Agency's District.*

**ATTENDANCE**

Willie Ramsey	Chairman	(WR)	Present
Boyd Pickett	Vice Chair	(BP)	Present
Aaron Farnsley	Treasurer	(AF)	Present
Linda Gant	Director	(LG)	Present
Clarence Monette	Director	(CM)	Absent (Excused)
Marie Todd	Director	(MT)	Present
Bo Spring	Director	(BS)	Absent (Excused)
John Jenkins	Director	(JJ)	Present
Michael McKenzie	Director	(MM)	Present
Gail Alsobrook	Executive Director	(GA)	Present

Voting Key – (motion by / second by, votes for – votes against)

**I. Call to Order** - The meeting was called to order by the chair at 9 AM.

**II. Review and Approve Rebid for Phase IV Landscape Project**


The board voted (BP/AF, 7-0) to rebid the Phase IV, North Port St. Joe Gateway, landscape project. The revised bid package includes an increased number of detailed specifications wherever possible to assist bidders with providing accurate line-item costs.

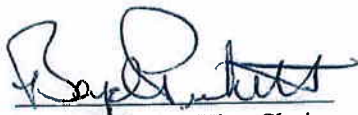
**III. Review and Approve the 2011-2012 Annual Report**

The board voted (AF/JJ, 7-0) to approve the annual report.

**IV. Meeting Adjournment** - The meeting was adjourned at 9:15 AM (BP/MM, 7-0).

Approved:

  
Willie Ramsey – Chair

  
Boyd Pickett – Vice Chair



**Port St. Joe Redevelopment Agency**  
Board of Directors  
Gulf County Welcome Center Conference Room  
150 Captain Fred's Place

**MEETING MINUTES**

February 21, 2012  
10:00 AM

*The Mission of the Port St. Joe Redevelopment Agency is to serve the community by guiding redevelopment activities to create a vibrant downtown core and revitalized neighborhood, to improve quality of life, and to stimulate economic growth within the Agency's District.*

**ATTENDANCE**

Willie Ramsey	Chairman	(WR)	Absent (Excused)
Boyd Pickett	Vice Chair	(BP)	Absent (Excused)
Aaron Farnsley	Treasurer	(AF)	Present
Linda Gant	Director	(LG)	Present
Clarence Monette	Director	(CM)	Present
Marie Todd	Director	(MT)	Present
Bo Spring	Director	(BS)	Present
John Jenkins	Director	(JJ)	Present
Michael McKenzie	Director	(MM)	Present (11:25 AM)
Gail Alsobrook	Executive Director	(GA)	Present

**Voting Key** – (motion by / second by, votes for – votes against)

**I. Call to Order** - The meeting was called to order by the treasurer at 10:03 AM.

**II. Citizens to Be Heard**

None.

**III. Consent Agenda** - The minutes of the January 17 regular meeting were approved (BS/MT, 6-0).

**IV. Agency Operations**

A. The financial report was presented and approved without modification (JJ/CM, 6-0).

B. Governance

1. Provisional Members

Patti Blaylock has agreed to serve as a Provisional Director, and the board confirmed this appointment (MT/BS, 6-0). The City approved the



appointment of Mrs. Blaylock at the 2/19 commission meeting (PM/BK, 5-0). The second Provisional Director, Brian Hill, has been expressed interest and is obtaining approval from his current employer prior to a final commitment.

## 2. Ethics and Exceptions

A presentation on ethics and exceptions by Attorney Tom Gibson has been tabled until next month. The board discussed the exceptions to doing business with one's own agency. Because we are a small community with limited professional resources, the board wishes to continue to allow directors to submit sealed, competitive bids in strict accordance with FS 112.313(12):

- a. Neither the official nor his or her spouse or child have attempted to persuade agency personnel to enter the contract.
- b. Disclosure of the interest of the official, spouse, or child and the nature of the business must be filed prior to or at the time of submission of the bid on Commission FORM 3A with the Supervisor of Elections.

and FS 112.3143:

- a. File a FORM 8B with the PSJRA: "A person holding elective or appointive county, municipal, or other local public office MUST ABSTAIN from voting on a measure which inures to his or her special private gain or loss." This form shall be incorporated into the minutes of the meeting.

The process and requirements will be discussed, fully understood, and confirmed in detail through dialogue with Attorney Gibson at the next regular meeting.

## C. Reporting

A draft of the FY 11-12 Annual Report was presented to the board for review and comment prior to the publication deadline of March 31.

## D. Communication with City Officials

GA will schedule lunches with each City Commissioner in an effort to improve communication, collaboration, and cooperation. One director will attend each lunch meeting. GA will also continue coordinating a meeting through Tom Gibson to meet with Jim Anderson in pursuit of the same goals.

## V. Project Status Report

### Lighthouse Relocation Status

Preble-Rish has offered to conduct project management services at no cost to the city to move and re-establish the lighthouse and accompanying structures. The city will publish an RFQ for a professional fund-raiser to obtain required funds. The Board voted (BS/LG, 6-0) to invite the Mayor to our next meeting to discuss status of and plans for the lighthouse compound relative to the PSJRA.

## VI. Grant Program Status Report

### A. Grant Report

1. USDA/RBEG - MLK Sidewalk Grant: A public workshop will be held on Tuesday, February 26, at 6 PM at the WIG Building. All PSJRA Directors are encouraged to attend.
2. BP - New Banner Program: Coast2Coast Printing, having submitted the low bid of \$9950 and having met all criteria, was awarded the project for (1) setup for each of five banner designs; (2) fabrication of 75 banners, and (3) 50 sets of Bannerflex III hardware.
3. FDOT - Phase IV Landscape: The bid package from the low bidder, Piney Grove Landscape, was discussed due to the following concerns:
  - The bidder is located approximately 100 miles away, and the 12-month maintenance is to be performed by a local subcontractor who does not hold the required certification for pest control.
  - There is concern that the local subcontractor is a one-man operation with limited commercial experience. No project list was provided. The bidder expressed "complete trust" with the subcontractor having talked to "several of their references."
  - The bidder states they will travel to the project once each month during the 12-month warranty period. At 200 miles per round trip and utilizing IRS mileage rates, their fuel and vehicle wear-and-tear would be over \$1300 in direct cost—equaling nearly 1/3 of the total cost for maintenance. The concern is that the pest control, plant replacement, and professional oversight as needed would not be sustainable. At a time when the major portion of the contract is complete and paid in full, the \$3600 may not sustain the level of service currently promised or anticipated for the maintenance, pest control, and warranty.
  - The bidder states they will replace any dead plant material at quarterly visits, leaving the concern of dead plant material remaining for up to three months at a time.

- Several line-items costs are significantly lower than the other bidders, leading to concern over the quality of product utilized, the labor to be expended, and the ongoing quality of the finished product:

	Second		
	Low Bidder	Low Bidder	High Bidder
Topsoil Improvements	\$200	\$2,230	\$12,135
Pinestraw Mulch – min 6" deep	\$515	\$2,059	\$2,470
Weed Block Fabric	\$515	\$2,520	\$2,264
Irrigation System	\$4,200	\$7,375	\$18,500
12-Month Maintenance & Warranty	\$3,600	\$7,872	\$6,000

The Board voted to table the award (BS/CM 6-0) and instructed GA to discuss with FDOT to determine the most equitable approach to this project: (1) requirement to award to low bid regardless of the concerns; (2) award to the second lowest bidder; (3) reject all bids and rebid entire project.

4. BayPark Master Plan: The final deliverable is being completed by the Associates LLC: *A comprehensive plan incorporating and coordinating all anticipated uses, landscape strategy, architectural visioning, lighting, educational strategy (including placement of display/ kiosks, benches, trash receptacles), power distribution, security, and other components.* The controversial elements (sunken ship and recreational elements in the water) have been removed.
5. Deck at BJR Memorial Parking Lot: The bid package is posted on the website, and a few requests for information have been received.
6. Langston Drive: The information for applications is being improved to be more comprehensive and to include additional technical data.
7. Lighthouse Relocation Documentary: Both the city and the PSJRA will review the bids. Because the city is noted as the source of review and award, the PSJRA will allow the city to take the lead on the award but will review the submissions and be available to provide input.
8. Washington Gym Complex: The Board has instructed GA to obtain all baseline information available on the Washington Gym and to present a plan to assist in the repair/renovation/expansion as needed at the next regular meeting. The Board also requests all grants be entertained, including those requiring matching funds even if they exceed the current \$15,000 budgeted amount for the expanded area. Expenditure of TIF funds outside the area may be approved through interlocal agreement.

B. Façade Grant Program

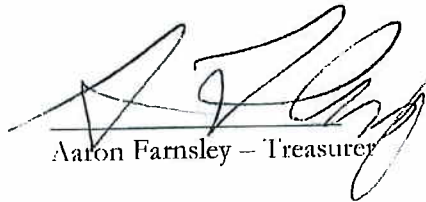
1. The Board voted to award \$404.55 to Keith Nichols of Coastal Connection TV for new signage.
2. A request for an application was received from Clayton Studstill.
3. The windows are being installed at the No Name Café and Laundry Basket.


**VII. New Business**

- A. Chamber Dinner: The following will attend the Chamber Dinner and sit at the PSJRA table: Mr. and Mrs. Willie Ramsey, Mr. and Mrs. Aaron Farnsley, Mrs. Linda Gant and Mr. Shannon Gant, Gail Alsobrook, and Michael McKenzie.
- B. Office Relocation: The Board agreed to the relocation of the PSJRA office to the Chamber/EDA building on or about April 1 at the same rent of \$350. Additional details remain outstanding and will be provided as they are confirmed, e.g. one-time expenses and ongoing increased expenses. These will be provided to the City to work out with the County.
- C. Port Authority Projects: The Board tabled discussion on any Port Authority low-dock project for the time being.
- D. BP Tourism Grant: A new grant opportunity is available, and GA will email the Board with ideas for submission.
- E. Next Meeting
1. The next meeting will be held on Thursday, March 21, at 10 AM. GA will advertise accordingly

**VIII. Meeting Adjournment** - The meeting was adjourned at 11:45am (BO/CM, 7-0).

Approved:

  
Aaron Farnsley – Treasurer

  
Marie Todd – Director