

October 1, 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
William Thursbay, 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 October 1, 2013

Call to Order

Consent Agenda

Minutes

- **Regular Meeting 9/17/13**

Pages 1-5

City Attorney

- **Update**

Old Business

- **Lighthouse- Update**
- **Workforce Board Lease Agreement**
- **Regions Bank Loan Refinance- Update**
- **Roadside Pick-up Amnesty Month- Update**

Pages 6-8

New Business

- **Dispatch Contract**
- **Ghost on the Coast**
- **Sign Ordinance- Comm. Patterson**
- **Boat Launch Fees- Comm. Patterson**
- **Feral Cats- Comm. Patterson**

Pages 9-14

Public Works

- **Water Distribution Phase II Bore Contractor (Request to Bid)**

Surface Water Plant

- **Ground Storage Tank Cleaning- Update**

Waste Water Plant

- **Update**

City Engineer

- **Traffic Study- Update**
- **Water Study- Update**
- **NWFWMD Grant Application- Update**
- **CDBG Grant Application- Update**

Code Enforcement

- **Update**

Page 15

Police Department

- **Update**

PSJRA

- **Minutes**
- **Request to construct an additional access point at the Billy Joe Rish Memorial Parking Lot at no cost to the City**

Pages 16-18

Page 19

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, September 17, 2013, AT 6:00 P.M.**

The following were present: Mayor Magidson, Commissioners Buzzett, McCroan, Patterson and Thursbay. 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 McCroan, second by Commissioner Patterson, to approve the Minutes of the Regular Meeting of September 3, 2013; Budget Workshop Meeting of September 3, 2013 and the Special Meeting of September 12, 2013. All in Favor; Motion carried 5-0.

CITY ATTORNEY – Tom Gibson

Interlocal Agreement

A Motion was made by Commissioner Patterson, second by Commissioner Thursbay, to execute the agreement. All in Favor; Motion carried 5-0.

Department of Economic Opportunity / Competitive Florida Partnership Program

Mr. Gibson shared that this is an opportunity for planning above and beyond what has been done in the past and that there is possible funding from Department of Economic Opportunity to cover expenses. There will not be any expense to the City for this. Mayor Magidson requested that Mr. Gibson proceed with the project.

Resolution 2013-06 City Pay Scale

A Motion was made by Commissioner Buzzett, second by Commissioner Thursbay, to adopt Resolution 2013-06. All in Favor; Motion carried 5-0. This will become effective after the FY 2013 – 2014 Budget is adopted.

Interment Fees, Ordinance 494 First Reading and Request to Advertise, Resolution 2013-05

After a discussion on the charge for a Deed, a Motion was made by Commissioner Patterson, second by Commissioner Thursbay, to reduce the charge from \$35 to \$30. Voting in favor of the Motion were Commissioners Patterson, Thursbay and McCroan. Voting against were Mayor Magidson and Commissioner Buzzett. Motion passed 3-2.

A Motion was made by Commissioner Patterson, second by Commissioner McCroan, for the First Reading of Ordinance 494 and approval to advertise. All in Favor; Motion carried 5-0.

Mr. Gibson read Ordinance 494.

Resolution 2013-05 will be considered when Ordinance 494 is adopted.

CITY MANAGER'S REPORT

Old Business

Computer System Repairs – Banyon Pelham

Mr. Pelham presented information on repairing the outdated existing email system or purchasing new equipment. After discussion, a Motion was made by Commissioner Buzzett, second by Commissioner McCroan, to purchase new equipment and share the cost with the Gulf County Sheriff's Department. Anticipated cost is \$5,000 for each entity. All in Favor; Motion carried 5-0.

Florida Recreation Development Assistance Program (FRDAP) Committee Recommendation

Bill Kennedy, Chairman of the FRDAP Committee, shared that the Committee's recommendation is for the City to apply for a \$50,000 FRDAP Grant in the upcoming grant cycle to make improvements to Benny Roberts Park. Improvements will revitalize a baseball field, basketball court and restrooms; will include a new baseball field and a ball containment net. No match is required for the grant and there will be a Public Hearing for the project on September 24, 2013 at 5:00 P.M. A Motion was made by Commissioner McCroan, second by Commissioner Patterson, to apply for the Grant. All in Favor; Motion carried 5-0.

Business License Request for a Pawn Shop – Nicholas Dilallo

A Motion was made by Commissioner Patterson, second by Commissioner Thursbay, to approve the Business License Request for Nicholas Dilallo doing business as Estate Jewelry & Loan at 401 Reid Avenue. All in Favor; Motion carried 5-0.

Waste Pro – Chester Davis

Mr. Davis left the meeting before time for his presentation. Mayor Magidson noted that if he returned, he would be given time for his presentation.

RFP 2013-05 Lighthouse Relocation Bid Award

City Staff, Engineers and Architects are still reviewing the bids. Mayor Magidson will be discussing the costs with our engineers and architects over the next several days.

Incubator Building – USDA Request

Mr. Anderson reminded the Commission that, per the grant agreement with USDA, the Incubator Building needed to be occupied by an emerging business and asked that if anyone knew of a candidate to please have them contact City Hall.

Workforce Board Lease Agreement

Insurance coverage has been an issue in the new agreement. Mr. Anderson has discussed this with Dwight Van Lierop who represents the City. Recommendations to define the areas to be covered have been provided. The Commission requested that these revisions be presented to the Workforce Board.

Regions Bank loan Refinance Update

Mr. Anderson has been notified that the proposal is on the Underwriter's desk and no commitment has been received from Regions Bank as of today. The Commission asked that Mr. Anderson contact Regions and request an answer as we need to know how to proceed due to the upcoming budget.

Roadside Pick-up Amnesty Month

This opportunity has been advertised on our water bills and the City website. The entire month of October has been designated as Roadside Pick-up Amnesty Month.

Budget Update

Mr. Anderson shared that we are moving towards final adoption. A Special Meeting has been set for Monday, September 30, 2013, at 5:01 to adopt the FY 2013 – 2014 Budget.

Alamo Tractor – Update

The Anderson noted that he has received confirmation the tractor is on the way.

New Business

Community Yard Sale - Merchants Association

A Motion was made by Commissioner Buzzett, second by Commissioner Patterson, to approve the Merchants

Association request to host a Community Yard Sale Saturday, October 19, 2013, from 8:00 A.M. to 3:00 P.M. on Reid Avenue. All in Favor; Motion carried 5-0.

Road Closure Request – Faith Christian School

A Motion was made by Commissioner Patterson, second by Commissioner McCroan, to grant the request of Faith Christian School for the closure of Twentieth Street between Marvin and Garrison Avenues on Friday, October 11, 2013, from 8:30 A.M. until 11:30 A.M., for the purpose of Emergency Services demonstrations. All in Favor; Motion carried 5-0.

Dixie Phonics Music Revue – H. J. "Kuntry" Carter

Mr. Carter requested the Commission's support in recognizing music that is unique to the Northwest Florida, South Georgia and South Alabama areas. He is working to establish county by county support in the areas listed to support this style of music. A Motion was made by Commissioner McCroan, second by Commissioner Patterson, to recognize his efforts. All in Favor; Motion carried 5-0.

Public Works – John Grantland

RFP 2013-06 Water Distribution Phase II Materials Bids

A Motion was made by Commissioner Thursbay, second by Commissioner McCroan, to award the bid to Lanier Municipal Supply in the amount of \$64,172.12 pending approval from SRF. All in Favor; Motion carried 5-0.

Water Meter Replacement Quotes

A Motion was made by Commissioner Buzzett, second by Commissioner Thursbay, to accept the quote of Master Meter at a cost of \$40 per end user for 600 meters with a total cost of \$24,000. This money is to be taken from the BP Settlement Funds. All in Favor; Motion carried 5-0.

Surface Water Plant – Larry McClamma

Ground Storage Tank Cleaning is scheduled for the second week in October.

Wastewater Plant – Lynn Todd

The 6,500 gallon Sodium Hypochlorite Tank has issues. A crack is suspected and a representative will be here tomorrow to determine the cause. We are in the second year of a three year warranty on the tank.

Ms. Todd shared that DEP has approved Jeff Bailey as a Lead Operator.

The Grit Kings are currently running well.

City Engineer – Clay Smallwood, III

Traffic Study information will be picked up Thursday by Donnie Phillips of Transfield Services.

Water Study Update

The first shipment of water has been sent to VT. This will be used in the conditioning process of the pipe coupons that were sent earlier. The process should take about 6 weeks and the pilot testing will begin after that.

Northwest Florida Water Management District (NFWFMD) Grant Application

Commissioner Buzzett has requested that a Phase II Chipola Pump Station Grant be submitted. The funds would be used to replace the old diesel motor and rework the pump allowing for back up at the station and provide the City with the opportunity to become a regional water supplier. He also requested that we look into the possibility of pre-treating our water as other area Cities do.

Code Enforcement

Mr. Burkett's report was reviewed. No action was taken.

Police Department – David Barnes

Florida Wildlife Commissioner (FWC) Request to utilize City Property next to Fire Station for Boat Storage

Chief Barnes noted that FWC will be utilizing space provided by Gulf County and to please disregard their request.

Port St. Joe Redevelopment Association (PSJRA) – Gail Alsobrook

RFP 201301 Re-Advertisement, Landscaping Phase IV Bid Review and Award

After a lengthy discussion on the bid specs, cost and reimbursement of a water meter, and Back Flow Preventer, a Motion was made by Commissioner Buzzett, second by Commissioner Thursbay, to accept the Bid of Leake Landscapes in the amount of \$47,301 with the cost of the Back Flow Preventer backed out of the bid. All in Favor; Motion carried 5-0.

Downtown Landscape Maintenance Bid Review Process

Ms. Alsobrook noted that two bids had been received and the PSJRA would be handling this bid.

Ms. Alsobrook announced that she would like to submit a FRDAP Grant Application to replace the playground equipment at the Washington Gym site. After much discussion of the grant, the issues concerning it and the concern of the FRDAP Committee that they were disregarded, the Commission agreed for Ms. Alsobrook to proceed with the application.

Commissioner Thursbay questioned Ms. Alsobrook as to whether she received additional monies for applying for grants and she responded in the first year of her contract that she did but she is not currently receiving any funds for writing grants. She noted that her second year contract was up and that grant writing fees will be omitted in future contracts.

Commissioner McCroan expressed his concerns about the appearance that she had gone around the FRDAP Committee on this grant and he wanted her to work with the Committee rather than against them.

City Clerk – Charlotte Pierce

Mrs. Pierce shared that the insurance Open Enrollment process had been completed and minor details were being wrapped up.

Citizens to be Heard

Christy McElroy addressed the Commission concerning the use of the TDC Building for a Republican Party Concealed Weapons Class. After much discussion of the issue, with comments from Lorinda Gingell and Barbara Radcliff and rebuttal by Ms. McElroy, Mayor Magidson reminded those present that the Commission was not a jury and what had been done was in the past. Ms. McElroy noted that there were procedures to follow and she would like to see everyone follow them.

Ann White questioned how First Baptist Church was allowed to have digital sign on their premises. Mr. Anderson shared that a Special Exception had been requested, it was properly advertised and approved by the PDRB.

Discussion Items by Commissioners

Commissioner Thursbay directed that the following statement be included in the minutes. "I am not a part of talking to people the way they were just talked to by our mayor."

Commissioner Patterson asked if the bids for parks and ball fields had been advertised and also asked if the City could cover the areas that County Commissioner Tan Smiley had previously covered. Mr. Grantland noted that the bids had been advertised and the areas in question were included in them.

Commissioner Patterson asked Ms. Alsobrook if she would be willing to write a grant for the track near the Washington Gym. Ms. Alsobrook agreed to discuss the possibility.

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

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

Mayor Magidson asked for a Motion to adjourn the meeting.

A Motion was made by Commissioner Patterson, second by Commissioner McCroan, to adjourn the Meeting at 8:03 P.M.

Approved this _____ day of _____ 2013.

Mel C. Magidson, Jr., Mayor

Charlotte M. Pierce, City Clerk

LEASE AGREEMENT

THIS LEASE AGREEMENT MADE AND ENTERED INTO THIS ____ day of ____, 2013, by and between CITY OF PORT ST. JOE, FLORIDA, a municipal corporation organized under the laws of the State of Florida, 305 Cecil G. Costin, Sr., Blvd., P.O. Box 278, Port St. Joe, Florida 32457, *Lessor*, and Gulf Coast Workforce Development Board, Inc., doing business as Gulf Coast Workforce Board, hereinafter called *Lessee*,

WITNESSETH:

That subject to the terms and conditions herein contained, Lessor hereby leases to Lessee, and Lessee hereby rents from Lessor, the following described premises in the City of Port St. Joe, Florida, being more particularly described as follows: 307 Peters Street and 414 Kenney Street, Port St. Joe, FL 32456.

TERMS

Lessor and Lessee hereby agree as follows:

1. The term of this Lease shall begin as of the ____ day of ____, 2013, and shall end twelve (12) months later. Upon complying with the terms, agreements and covenants hereof, Lessee shall have peaceable possession of the leased premises.
2. The Leased premises includes the Washington Gym including surrounding grounds and Incubator Building. **The Lessee will not be responsible for accidents on the Playground, Nathan Peters Park, Outdoor Basketball Court or on the Softball Field except during the Summer Youth program for the months of June and July.**
3. Lessee shall pay and be responsible for any and all utilities incurred in connection with the leased premises.
4. Lessee will provide general liability insurance with extended coverage in an amount of \$500,000.00, naming the City of Port St. Joe, Florida as an additional named insured. The Lessor shall hold Lessee harmless for damage to the premises caused by wind, flood or other acts of God.
5. Lessee leases and accepts the premises, as is, and may make alterations to the building only as agreed upon in writing by the City, **at its own expense** and at the end of said lease period, the Lessee will return the property to the Lessor in as good as condition as is presently, ordinary wear and tear excepted. Alterations and improvements to the leased premises require Lessor's written consent and shall become the property of Lessor unless otherwise agreed in writing. **All minor repairs of less than \$250 shall be the responsibility of the Lessee. All major repairs above \$250 shall be reported to the City for inspection and determination of the corrective action that will be needed.**

6. Lessor may, at any reasonable time during the term of this Lease, inspect the leased premises.

7. Should the premises be substantially damaged or destroyed during the term of this Lease, either party may terminate the Lease.

8. Any notices of communications from Lessee to Lessor under this agreement shall be in writing sent to Lessor by United States Mail, postage prepaid, addressed to Lessor, or delivered to Lessor, City of Port St. Joe, Florida, at P.O. Box 278, 305 Cecil G. Costin, Jr., Blvd., Port St. Joe, Florida 32457.

All notices or communications from Lessor to Lessee under this Lease shall be in writing and shall be sent to Lessee by United States Mail, postage prepaid, addressed to Lessee at 5230 W US Highway 98, Panama City FL 32401; or delivered to Lessee at 414 Kenney Street, Port St. Joe, Florida 32456.

Any address hereinabove provided for may be changed from time to time by either party hereto by written notice similarly given.

9. Lessee shall not assign or sublet the premises, or allow any other person or entity to operate a business, sell merchandise or services, or conduct any commercial activity from the premises without the consent of the City.

10. Either party may cancel this agreement at any time for any reason.

11. Fixture and appliances installed by the Lessee shall remain the property of the Lessee and the premises shall be restored to its original condition upon their removal unless otherwise agreed upon.

12. No security deposit shall be required by Lessor.

13. IDEMNIFICATION: 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 an part thereof, or occasioned wholly or in part by any act of omission of Lessee its agents, contractors, employees, servants, invitees, licenses or concessionaires. In addition, Lessor shall not be responsible or liable to 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.

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

Signed, sealed and delivered
In presence of:

Robin K. Combs
Printed name of witness

Terese H. Kent
Printed name of witness

Printed name of witness

Printed name of witness

LESSOR:

CITY OF PORT ST. JOE

Mel C. Magidson, Jr., Mayor

Attest: _____
Charlotte M. Pierce, City Clerk

LESSEE:

Gulf Coast Workforce Board

Kim Bodine, Executive Director

AGREEMENT FOR DISPATCHING SERVICES

This **AGREEMENT** is entered into by and between the City of Port St. Joe, a municipal corporation existing under the laws of the State of Florida (referred to as "Port St. Joe"), and Mike Harrison, as Sheriff of Gulf County, Florida (referred to as "the Sheriff").

WHEREAS, the Sheriff maintains round-the-clock police services; and

WHEREAS, the Sheriff and the Police Department would realize a more cost effective dispatching service by sharing resources; and

WHEREAS, the Sheriff is willing to provide dispatching services to the Port St. Joe Police Department if the City of Port St. Joe reimburses the Sheriff's applicable costs;

NOW, THEREFORE, the parties hereby agree as follows:

A. SERVICES TO BE PROVIDED BY THE SHERIFF

The Sheriff agrees to:

1. Provide all police dispatching services required within the corporate limits of Port St. Joe. Calls for such services are to be directed to telephone numbers to be provided to the Sheriff by Port St. Joe, in addition to the 911 calls, and the Sheriff will dispatch Port St. Joe Police units in response to such calls at all times.
2. Provide necessary instruction and training in proper radio use of communications to be established.
3. Maintain a numbered zone or other appropriate means of identification for calls within the City of Port St. Joe.

4. Keep adequate records, including assignment of appropriate case/event numbers, in regards to the handling of calls from the City of Port St. Joe and be responsible for all audits by FDLE.
5. Agree to provide access to Port St. Joe 24 hours a day, 7 days a week to information contained in the Florida Crime Information Center System (FCIC), National Crime Information Center System (NCIC), National Law Enforcement Telecommunications System (NLETS), other state and national criminal justice information systems, motor vehicle registry, driver license registry, boat registry, and administrative information systems as required to perform their law enforcement functions.

B. PORT ST. JOE'S RIGHTS AND RESPONSIBILITIES

The City of Port St. Joe agrees to:

1. Observe the instructions and procedures to be provided by the Sheriff for the use of radios and for coordination of dispatching efforts under this Agreement.
2. Provide adequate radio equipment compatible with radio equipment utilized by the Sheriff for use of Port St. Joe police units.
3. In situations where the Port St. Joe Chief of Police or another responsible officer needs to dispatch police units, the Sheriff's dispatcher is to be notified as soon as possible as to the nature of the call involved and the location to which a Port St. Joe unit has been dispatched.

4. Supply the Sheriff's Dispatchers with a list of persons who are authorized to direct the dispatching of police units for Port St. Joe City business.
5. If Port St. Joe continues to maintain a telephone number that can be reached during the day for police-related calls, Port St. Joe will make arrangements for calls to this number to be referred to Sheriff's dispatching 24 hours a day.
6. Comply with all terms of the Memorandum of Agreement, including attachments thereto, between the Sheriff and the Port St. Joe Chief of Police. Said agreement is attached hereto and incorporated herein by reference.

C. MUTUAL COOPERATION AND INDEMNIFICATION

1. The Sheriff agrees to dispatch the Sheriff's units into Port St. Joe when:
 - a. A felony-in-progress or life-threatening situation is reported, and
 - b. A unit of Port St. Joe Police Department is unable to respond.Sheriff units that have been dispatched will do what is necessary upon arriving on the scene to assume control of the situation until a unit of the Port St. Joe Police Department arrives and is able to assume control.
2. Units of the Port St. Joe Police Department may be dispatched into areas outside of Port St. Joe, when necessary, to assist a Sheriff's deputy or as otherwise permitted pursuant to the mutual aid agreement in effect between the parties, and for routine calls.

3. The Sheriff and Port St. Joe do not assume any liability for the acts, omissions, or negligence of the other. To the extent permitted by Section 768.28, F.S., each shall indemnify and hold the other harmless from all claims, damages, losses and expenses arising out of or resulting from the performance of their respective operations under this Agreement.

D. TERM OF AGREEMENT

1. The term of this Agreement shall run from October 1, 2013 through September 30, 2014. Either party may terminate this Agreement of convenience by providing written notification at least sixty (60) days in advance to the other party. In the event of such a termination, payment will be made on a pro rata basis to the date of termination.

E. COMPENSATION

1. The City of Port St. Joe shall pay annually dispatching service fees to the Sheriff of Gulf County based on mutually agreed costs. During the term of this Agreement, the cost to the City of Port St. Joe will be \$66,000.00. The City of Port St. Joe shall pay salaries and benefits from October 1, 2013 through September 30, 2014 in October 2013.
2. The Sheriff and City Commission will annually review the projected dispatch costs.
3. The Sheriff and Port St. Joe do not assume any liability for the acts omissions, or negligence of the other. To the extent permitted by Sections 768.28, F.S., each shall indemnify and hold the other harmless from all claims, damages, losses and expenses arising out of

or resulting from the performance of their respective operations under this Agreement.

F. MISCELLANEOUS PROVISIONS

1. If Port St. Joe or the Sheriff has any questions or complaints regarding matters covered under this Agreement, these shall be forwarded to either the Sheriff or the Chief of Police of Port St. Joe, as appropriate. If a satisfactory explanation is not provided to Port St. Joe regarding the particular question or complaint within five (5) working days, the Board of City Commissioners may then authorize a written communication to be sent to the Sheriff regarding such question. The Sheriff agrees to respond to such communications within a reasonable time, depending upon the seriousness of the question or problem involved.
2. All amendments to this Agreement shall be in writing and signed by all parties.
3. This written agreement supersedes all previous.

AGREEMENT

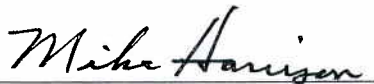
In accordance with policy established by Federal and State authorities for the FCIC/NCIC systems, the Port St. Joe Police Department, hereinafter referred to as **“Owner of the Record,”** and the Sheriff’s Office of Gulf County, Florida, hereinafter referred to as **“Holder of the Record”** enter in to this Agreement, effective October 1, 2013 with both parties agreeing as follows:

1. The **Holder of the Record** shall be responsible for entering records into the FCIC/NCIC automated system during those shifts that it dispatches for Port St. Joe PD.

2. The **Holder of the Record** shall be responsible for updating all records maintained in the FCIC/NCIC automated system if updates become available while dispatching for Port St. Joe PD.
3. The **Holder of the Record** shall be responsible for confirming a hit on a record.
4. The **Owner of the Record** shall immediately notify the **Holder of the Record** when any record referred to in the Memorandum of Understanding is to be canceled or modified in accordance with applicable NCIC and FCIC standards and requirements.
5. The **Owner of the Record** shall provide complete and accurate supporting documentation to the **Holder of the Record** prior to initial record entries being made.
6. Both parties shall adhere to applicable FCIC and NCIC standards and requirements.

SHERIFF'S OFFICE OF
GULF COUNTY, FLORIDA

PORT ST. JOE POLICE DEPARTMENT
PORT ST. JOE, FLORIDA



Mike Harrison
Sheriff of Gulf County, Florida

Mel Magidson, Jr.
Mayor

Date: 9/25/13

Date: _____

**Code Enforcement 2013 Activity
As of 9/25/13**

	Open	Closed	Total	Increase Since 9/12/2013
Unlawful Accumulation	18	128	146	8
Substandard Structure	8	13	21	
Abandoned Vechicle	1	6	7	
Unlawful Sewer				
Land regulation Violation	2	7	9	1
Business Lic. Violation	0	2	2	
Special Master Hearings		1	1	
Building Demolition	0	3	3	
Waste Violation	4	202	206	10
Sign Violation	0	70	70	4

Total	33	Total	432	Total	465	Total	23
				2013 Year			
				Cases			

Port St. Joe Redevelopment Agency
Board of Directors
Gulf County Chamber of Commerce Conference Room
406 Marina Drive

MEETING MINUTES

August 15, 2013

*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, to commemorate history and culture,
and to stimulate economic growth within the Agency's District.*

ATTENDANCE

Willie Ramsey	Chairman	(WR)	Present
Boyd Pickett	Vice Chair	(BP)	Absent
Aaron Farnsley	Treasurer	(AF)	Present
Linda Gant	Director	(LG)	Absent
Clarence Monette	Director	(CM)	Absent
Marie Todd	Director	(MT)	Present
Bo Spring	Director	(BS)	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 10:07 AM.

II. Citizens to Be Heard

A. Mr. Bill Koran addressed the board requesting reconsideration of the Black's Island Trading Company's façade grant award. The board confirmed the original award of \$1902.35, requested that the PSJRA make the payment immediately, and did not approve additional funds due to performance of work prior to written approval and utilizing colors that do not conform to the PSJRA-approved palette. Mr. Koran was encouraged to request written recommendations from Sunbrella if he wishes to return to the board, with manufacturer-approved options to recolor the awning, to request additional funds.

III. Consent Agenda - The minutes of the July 18 regular meeting were approved (AF/MT, 5-0) without correction.

IV. Agency Operations

A. The financial report was presented/approved without modification (MM/MT, 5-0).

B. Budget

1. The draft budget will be provided for consideration after receiving the final millage rates from the City and County.

V. Governance

- A. Provisional Directors Brian Hill and Patti Blaylock will begin their four-year terms at the October meeting, filling the seats vacated by WR and MT.
- B. Johnny Jenkins' resignation was accepted (BS/MM, 5-0). The PSJRA will request approval from the City Commission to appoint Willie Ramsey (BS/AF, 4-0, with WR abstaining) to fill Johnny Jenkins' term, which will end October 2014.
- C. The Directors will consider a new slate of Provisional Directors to provide to the City for approval. This list will be determined at the September meeting.

VI. Grant Program Status Report

A. Grant Report – Existing Grants

1. CPI Grant – Lighthouse Foundation: The grant file has been presented to Charlotte Pierce with the understanding that the City will provide project management for the grant. GA will followup with the grantor to provide any required documentation to complete the transfer.
2. USDA/RBEG - MLK Sidewalk Grant: The project is moving forward under the project management of Clay Smallwood, PRI, and is being coordinated with the CDBG grant scope of work.
3. FDOT – Phase IV Landscaping: The Board reviewed and voted (BS/MT, 5-0) to approve the new RFP for the landscaping project. GA will submit to the City for additional approval to publish the RFP.
4. FDEP - BayPark Master Plan: The final report and documentation has been completed, and reimbursement has been received by the City, who will in turn reimburse the PSJRA. Focus Group Chair Steve Newman will schedule a meeting to approve the conceptual plan.
5. USDA RBEG - Deck at BJR Memorial Parking Lot: The construction is complete, and USDA will conduct a site visit the week of August 19. The board will consider options to add additional points of ingress/egress, and the board will provide the material and labor to seal the deck after the wood has cured sufficiently. GA will discuss with the City potential temporary uses of the deck prior to construction of the permanent gazebo/kiosk.
6. Gulf Coast Tourism Promotion - Lighthouse Relocation Documentary: The team will schedule another visit around Labor Day.

7. Washington Complex Playground System: GA is communicating with the Gates Foundation to potentially fund the playground equipment.

B. Façade Grant Program

1. No new applicants.

VII. Project Status Report

- A. Banner Art Collateral Material: The board approved the paper stock for the posters and note cards, with the revision that the inside of the note cards will be non-coated (for ease of use) and the size of the posters will be 12 x 18 (to support a marketable price point).

VIII. New Business

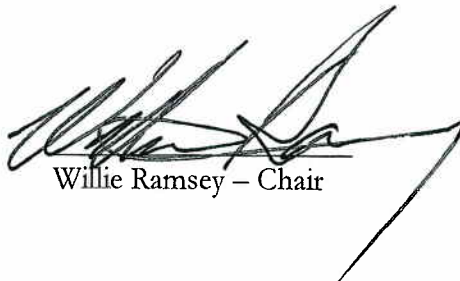
- A. Economic Development Element for City Comprehensive Plan

AF and MM reported that the initial workshop brought stakeholders together to discuss potential components of the plan: the Port (dredging and railroad access), creating a livable community, and integrating technology and intellectual property into any plan.

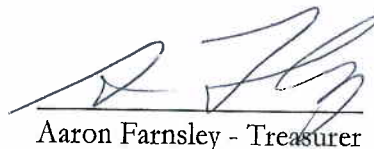
- B. The board discussed a reprint of the Historic Downtown Brochure and will consider adding paid advertising to offset the cost of any redesign and reprint for next summer's high tourist season. GA will provide a plan.
- C. The next meeting will be held on Thursday, September 19, at 10 AM at 406 Marina Drive.

IX. Meeting Adjournment - The meeting was adjourned at 11:30 (BS/MM, 5-0).

Approved:



Willie Ramsey – Chair



Aaron Farnsley - Treasurer

