

March 4, 2014

**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

****AMENDED AGENDA***

6:00 p.m.

City Hall

Commission Chamber

Tuesday March 4, 2014

Call to Order

Consent Agenda

Minutes

- Regular Commission Meeting 2/18/14

Pages 1-4

City Attorney

- Legacy Trust Program- Update
- Gulf Pines Hospital- Update
- Competitive Florida Partnership- Update
 - Public Hearing Date
 - Survey

Old Business

- Centennial Bldg. Roof Quote
- Lighthouse- Update
- **Sign Ordinance- Comm. Patterson**

Page 5

New Business

- Jetty Park
 - Vessels of Opportunity- Jennifer Jenkins
 - Docking Fees
- Resolution 2014-02 Boat Launch Fees- Comm. Thursbay
- **PSJRA Re-Organization- Comm. Thursbay**

Pages 6-8

Pages 9-17

Public Works

- Water Distribution Phase II-Update
- Long Ave. Sewer Line Repair

Surface Water Plant

- Update

Waste Water Plant

- Update

City Engineer

- Water Study- Update
- CDBG Water Line Replacement Grant- Update
- USDA Sidewalk Replacement- Update

Code Enforcement

- **Update**

Page 18

Police Department

- **Update**

PSJRA

- **January 16, 2014 Meeting Minutes**
- **Langston Drive Lighting**
- **Provisional Directors**
- **Open Air Information Center at Billy Joe Rish Parking Lot RFQ Status**
- **Small Vessel Committee- Potential Grant Opportunity**

Pages 19-23

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, February 18, 2014, AT 6:00 P.M.

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

CONSENT AGENDA

Minutes

A Motion was made by Commissioner Thursbay, second by Commissioner McCroan, to approve the Minutes of the February 4, 2014, Regular Meeting. All in Favor; Motion carried 4-0.

CITY ATTORNEY – Tom Gibson

Legacy Trust Program Update

Mr. Scholz had spoken with Gulf County Attorney Jeremy Novak and he is still waiting on final documentation.

Competitive Florida Partnership: Updated Scope of Work Dated February 11, 2014; Steering Group Meeting: February 26, 2014, 11:00 A. M. Chamber Office

The Commissioners reviewed the updated Scope of Work. Mr. Anderson noted that the meeting would be to discuss Tasks noted in the Scope of Work and determine which citizens would have expertise in those areas and would be an asset to that topic. The meeting has been advertised as a City Commission Workshop so Commissioners may attend.

CITY MANAGER'S REPORT

Old Business

Centennial Building Roof Update

The roof is still leaking and there is a meeting Thursday, February 20, 2014, with Jerry Wilson to discuss his proposal for repairs.

Lighthouse Update

Mayor Magidson noted that we are ready to move forward, the Local Preference Policy is being reviewed and efforts are being made to have the Duke Energy fees reduced.

Chipola River Pump #2 Rehabilitation Grant

Mr. Anderson shared that the Northwest Florida Water Management District has awarded the City a Rehabilitation Grant in the amount of \$195,000 for the Chipola River Pump #2.

New Business

2014 Election

Mr. Anderson referred the Commissioners to the Election Notice provided in their Agenda. The City Election will be held on Tuesday, May 13, 2014, for Commissioner Group III and Commissioner Group IV seats.

Vehicle Purchase: Inmate Van – Public Works and Truck – Wastewater Treatment Plant

After discussion, a Motion was made by Commissioner Buzzett, second by Commissioner Thursbay, to bid the vehicles as presented on the Florida Sheriffs Association & Florida Association of Counties Bid Award Announcement. All in Favor; Motion carried 4-0.

Jetty Park: Vessels of Opportunity

Mr. Anderson shared that a tentative Port of Call has been scheduled in the spring of 2015, for a 130 passenger cruise ship. Work will be required on the dock area and City staff will be reviewing that. It was noted that, while the Commission supports the vessel coming and the work that is required, it does not support the idea of busing the visitors to adjoining towns to spend money. It was the consensus of the Commission that if City funds are expended for the dock, the visitors should be shown Port St. Joe and Gulf County.

Public Works – John Grantland

Water Distribution Phase II

Clearance has been received on the Marvin Avenue water line project from Sixteenth to Twentieth Streets. Work is in progress on Palm Boulevard and will be expanded to Juniper and Cypress Avenues and Twentieth Street.

Long Avenue Sewer Line

No update has been received on this project.

Surface Water Plant – Larry McClamma

Mr. McClamma did not have anything to report.

Wastewater Plant

Ms. Todd and several staff members were in an out of town training session and there was no report for the Wastewater Plant.

City Engineer – Clay Smallwood, III

The Water Study

Mr. Smallwood shared that CDM has the draft report, they are finalizing their report and he anticipates the report should be available in about two weeks. CDM will be talking with DEP this week on any issues they have with the report.

CDBG Water Line and USDA Sidewalk Replacement Update

GAC will have crews on the ground Monday, February 24, 2014. Substantial completion is expected in June with final completion in July.

Mayor Magidson noted that the CDBG Audit Monitoring Report was included in the Agenda and that there were no findings or concerns from the visit.

Code Enforcement

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

Police Department – Chief David Barnes

Chief Barnes shared that he, John Grantland and Mr. Anderson are reviewing the dedicated turn lanes off of

Highway 98 to Second, Third and Fourth Streets. The Chief does not feel that DOT is likely to approve a change in the one way streets from Highway 98 to Reid Avenue because of the dedicated turn lanes.

Commissioner McCroan requested that the possibility of changing the direction of the streets from Reid Avenue to Williams Avenue be reviewed.

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

Open Air Information Center at Billy Joe Rish Parking Lot FRQ Status

Three proposals were received and are currently under review.

Commissioner Buzzett requested that copies of the proposals be given to each Commissioner for their review.

TOD Sign Update

The TOD Signs are off the table but the possibility of using the islands at the intersection of Highway 71 (Cecil G. Costin, Sr., Boulevard) and Reid Avenue for signage is being discussed.

Small Vessel Committee – Potential Grant Opportunity

Ms. Alsobrook requested permission to look for grant funding possibilities to improve the low docks at Jetty Park. Consensus was that she may proceed but was cautioned to be careful about any matching funds.

Commissioner McCroan asked about beautification of the island located at the intersection of Avenue A and Highway 71. Ms. Alsobrook will look at the area.

Mayor Magidson asked if there had been any resolution for the area between the CVS property and Avenue A. Ms. Alsobrook will follow up on that.

City Clerk – Charlotte Pierce

Mrs. Pierce did not have anything to discuss.

Citizens to be Heard

Christy McElroy shared that Jennifer Jenkins had worked diligently to promote Eco tourism in Port St. Joe and Gulf County. She noted that any trips out of Gulf County for the vessel calling in the spring of 2015 would be access to Eco-tourism sites and not shopping venues for the guests.

Ann White inquired as to the status of the Gulf Pines Hospital site. Mayor Magidson shared that the IRS Lien and tax certificates are the current obstacles.

Commissioner Buzzett requested that the Gulf Pines Hospital issue be placed on the Agenda until resolved.

Discussion Items by Commissioners

Commissioner Thursbay discussed the following:

- The possibility of charging fees to use the Frank Pate Park Boat Ramp. Mr. Anderson will check into the status of the Boating Improvement Grant with FDEP.
- Amending the PDRB / LDR to require for future businesses to include retail space when lodging facilities are built along the Highway 98 business corridor.
- The Tenth Street Girls' Softball Field Batting cage slab will be poured tomorrow
- The three palms on Sixth Street still have not been trimmed and he asked that Mr. Anderson follow up on getting them cut.

Commissioner McCroan asked if the carpet for the Tenth Street Girls' Softball Field Batting cage had been taken care of. Mr. Grantland responded that it had.

Commissioner Buzzett did not have anything to discuss.

Mayor Magidson did not have anything to discuss.

A Motion was made by Commissioner McCroan, second by Commissioner Buzzett, to adjourn the Meeting at 6:55 P.M.

Approved this _____ day of _____ 2014.

Mel C. Magidson, Jr., Mayor

Date

Charlotte M. Pierce, City Clerk

Date

Fix 729-8973
 Att John

Proposal

Jerry Wilson's Roofing Co.

3116 G Street

Panama City, FL 32404

Phone: (850) 763-7999

State Certified License No. CCC-1326200

PROPOSAL SUBMITTED TO	City of St Joe	PHONE	527-7771	DATE	1-4-14
STREET		JOB NAME			
CITY, STATE AND ZIP CODE	St Joe FL	JOB LOCATION	Centennial Building		
ARCHITECT		DATE OF PLANS			JOB PHONE

We hereby submit specifications and estimates for:

Furnish All Labor and Materials For Enlarging Scuppers on Building using Custom 032 Aluminum Materials, Install Two Plys of Modified Singleply using Bited Materials, Repair Section of Roof Where Someone Not Authorized By Bited Cut open Roof, Install 2 Plys of Modified Singleply Bited System over That Section So Roofing Warranty Will Still Be Active.

We Propose hereby to furnish material and labor - complete in accordance with above specifications, for the sum of:

Twenty one Thousand Seven Hundred Sixty ~~Eight~~ Dollars (\$ 21,760⁰⁰)

In Full upon Completion

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized Signature

Jerry Wilson

Note: This proposal may be withdrawn by us if not accepted within _____ days.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Signature _____

Date of Acceptance:

Signature _____

From : Clara Landry <clara@psjmarina.com>

Sat, Feb 22, 2014 11:47 AM

Subject : Fishing Express

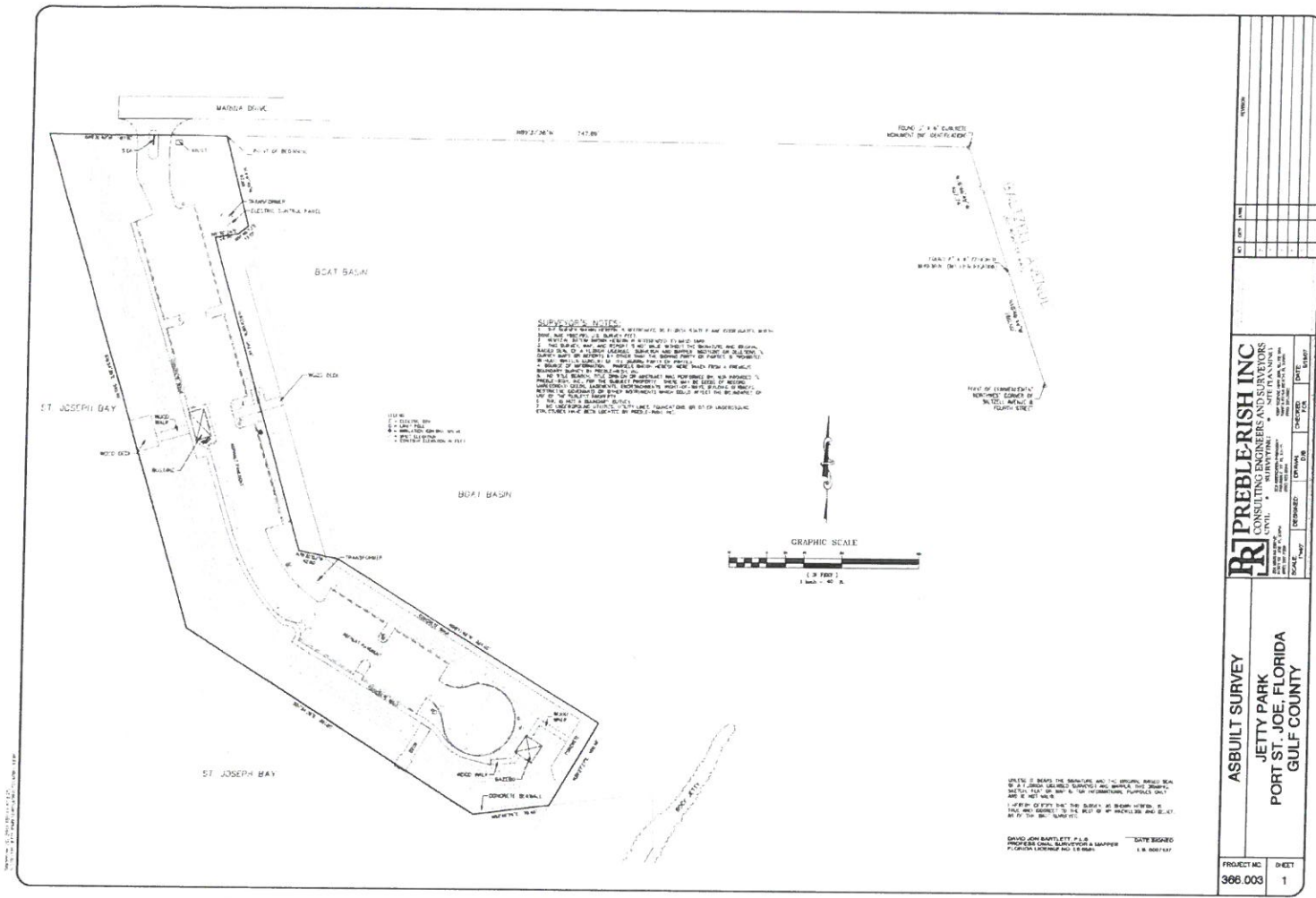
To : 'Jim Anderson' <janderson@psj.fl.gov>

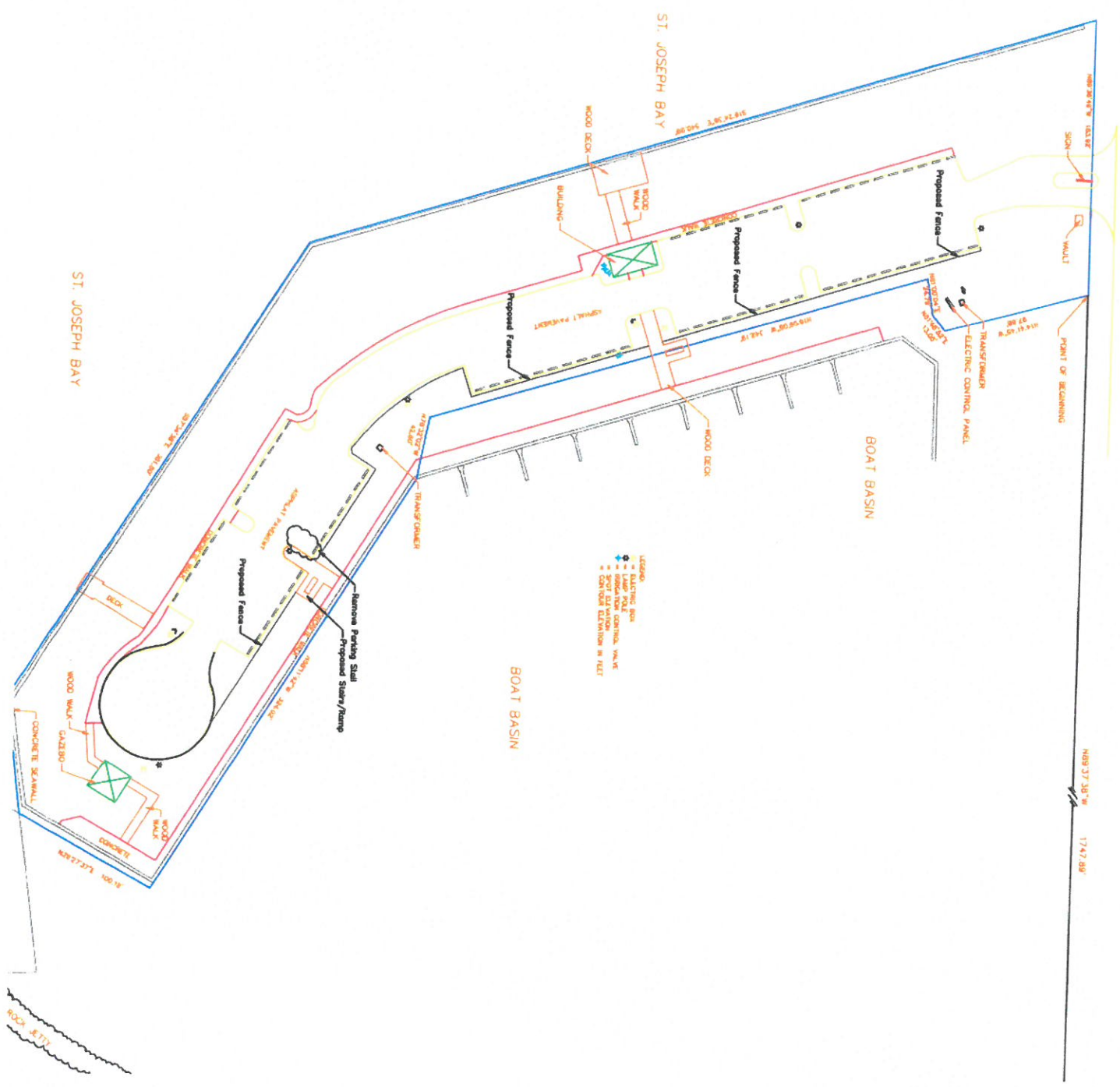
Jim,

St. Joe is willing to offer you 25% of their dockage. All they are actually doing is tying up to the seawall over there, if they need water or power at anytime they use Sea Tow's in W1. It is so rare that they need it we don't even charge them for utilities.

But as we know what started this was us wanting to get electric over there for them, so when they did need it, it would be available for them, plus the City would have use of it and Port St. Joe Marina would pay the invoice each month.

Clara Landry
Marina Manager
Port St. Joe Marina
850-227-9393 Office
850-227-9394 Fax
850-340-0014 Cell
clara@psjmarina.com
www.psjmarina.com





RESOLUTION NO 2014-02

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY
OF PORT ST. JOE ADOPTING A SCHEDULE OF FEES,
CHARGES AND EXPENSES RELATED TO PROGRAMS AND
FACILITIES PROVIDED BY THE CITY OF PORT ST. JOE,
PROVIDING FOR REPEAL OF ANY RESOLUTION IN
CONFLICT HERewith, AND PROVIDING FOR AN
EFFECTIVE DATE**

WHEREAS, the City of Port St. Joe, Florida provides numerous facilities and programs for the benefit of the public; and

WHEREAS, these programs and facilities require considerable expenditure of public funds; and

WHEREAS, it is appropriate for the actual users of these facilities and programs to bear a portion of the costs thereof; and

WHEREAS, it is in the best interest of the City Commission and the people of the City of Port St. Joe to adopt a schedule of fees, charges and expenses;

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of Port St. Joe, Florida as follows:

1. The City Commission hereby adopts the schedule of fees, charges and expenses attached hereto as Exhibit "A" for programs and facilities described therein.
2. Resolutions or other schedule of fees, charges and expenses of any kind associated with City programs and facilities adopted prior to the date hereof is repealed.
3. This Resolution is effective immediately upon passing.

THIS RESOLUTION ADOPTED this ____ day of March, 2014.

CITY COMMISSION OF THE CITY
OF PORT ST. JOE, FLORIDA

BY: _____
Mel Magidson, Jr., Mayor-Commissioner

Attest: _____
Charlotte M. Pierce, Auditor/Clerk

Exhibit A: Recreation Programs and Facility Fee Schedule Updated 2/4/2014

CITY OF PORT ST JOE
RECREATION USER FEES

Program Location/Area	Activity	User Fee 2/4/2014
<u>Facility Fees:</u>		
Public Building Rental (Commercial) Rental time from 12:00 noon day before to 12:00 noon day after event.	Facility Rental (Individuals, Corporations or Businesses)	\$300.00 Security Deposit and \$700.00 (+ tax) per day user fee, Seasonal \$50 (+ tax) per day utility fee, May-September
Public Building Rental (Non-Commercial) Rental time from 12:00 noon day before to 12:00 noon day after event.	Facility Rental (Individuals and Groups)	\$300.00 Security Deposit and \$400.00 (+ tax) per day user fee, Seasonal \$50 (+ tax) per day utility fee, May-September
Public Building Rental (Civic/Non Profit) Rental time from 12:00 noon day before to 12:00 noon day after event.	Facility Rental	\$100.00 (+ tax) per day user fee, Seasonal \$50 (+ tax) per day utility fee, May-September
STAC House Building Rental (Non-Commercial)	Facility Rental (Birthday Parties)	\$100.00 per 3hr session,
Event Park Rental	Park Rental	\$1,000 per event,
Pavilion Rental	Pavilion Rental	No Fee-First Come-First Serve
Frank Pate Park Boat Ramp	Boat Launch Fee	City Resident- No Fee County Resident- \$5 per Day Season pass \$25 Out of County- \$10 per Day Season pass \$50
<u>Administrative Fees:</u>		
Code Enforcement	Special Pick Up Admin. Fee	\$25.00 per pick up,
Administrative	Lien Search Fee	\$25.00 per search,
Waste Water (In City)	Dumping Fee	\$50.00 per 1,000 gallons, truck capacity
Waste Water (Out of City)	Dumping Fee	\$65.00 per 1,000 gallons, truck capacity

City of Port St Joe

Parks & Recreation Revenue

City Ordinance Boat Launch User Fees:

Daily Use

<u>Launch</u>	<u>Fee</u>	<u>Tax</u>	<u>Total Fee</u>	
25	\$ 4.67	\$ 0.33	\$ 5.00	\$ 116.75 One Weekend
625	\$ 4.67	\$ 0.33	\$ 5.00	\$ 2,918.75 25 Weekends
Daily Use Total			\$ 3,035.50	

Annual Permit

150	\$ 23.36	\$ 1.64	\$ 25.00	\$ 3,504.00
50	\$ 46.73	\$ 3.27	\$ 50.00	\$ 2,336.50
Annual Permit Total			\$ 5,840.50	
Total Annual Revenue			\$ 8,876.00	

Drop Box & Installation	\$ 2,000.00
Signs, Supplies & Decals	\$ 1,600.00
Total Annual Expense	\$ 3,600.00
Net Income:	\$ 5,276.00

Annual ~~Decal~~ Exp \$150.00

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Contactless Payments



Faster Service and Happier Consumers

Consumers looking for a faster way to pay for parking can now take advantage of Digital Payment Technologies' (DPT) contactless payments solution. Parking operators will notice less queues, happier consumers, and less card reader maintenance. By adding contactless payment acceptance to its pay stations, DPT continues to lead the way in consumer convenience and operator satisfaction.



Why Contactless Payments?

Contactless payments are ideal for low-value, traditionally cash-only transactions where speed is essential, such as fast food restaurants, convenience stores, movie theatres, mass transit, and now parking. These transactions are as secure as traditional card payment methods; contactless payments incorporate a special security technology to help prevent fraud. For the parking operator, contactless payments allow consumers to pay more quickly while reducing costs related to cash collections and traditional card reader maintenance.

Consumer Benefits

- Fast and convenient way to pay
- Supported by both Visa and MasterCard
- As secure as traditional card payment transactions
- Cards are not inserted into the pay station

Operator Benefits

- Increased speed and number of transactions
- Reduced collections and cash handling by employees
- Increased consumer satisfaction
- Reduced pay station maintenance

How Contactless Payments Work

Contactless payment is easy for consumers to use and easier for operators to maintain.

For Parking Operators

- When the pay station is ready to accept payment, the contactless card reader is activated
- The card reader recognizes an enabled payment card or device and exchanges payment account details in less than a second
- Transaction data is then authorized in real-time
- Contactless payment transactions are for purchases of up to USD\$25
- Accepted contactless payment types are Visa PayWave and MasterCard PayPass

For Consumers

- The consumer initiates payment by waving their enabled payment card over the contactless payment reader on the pay station
- A computer chip in the enabled payment card or device securely communicates with the pay station
- In seconds, a light and an electronic beep indicate an approved transaction
- The consumer collects their permit and leaves





Model 400-DOC Drive-up On-Concrete For 100 + items

Quick Quote for Model 400-DOC-Quantity 1

Please call us at 1-800-538-7898 to receive a Custom proposal - we're glad to serve You!

Part ID	Model 400-DOC includes:	Each	Qty.	Price
0104	M400-DOC A stainless steel "fold-weld" cap and cabinet, stainless steel finished back panel, piano hinged door, brass works lock, (2) double bitted keys, strong cam, lock cover, floor liner, rainshield installed above payment slot and (3) black signs: "PLACE PAYMENTS HERE", "DO NOT USE CASH", and "THANK YOU".	778.	1	778.
0701	Snorkel Slot Payment Entry Panel installed side one or side two.	111.	1	111.
1001	Sign: "PAYMENT DROP" black vinyl block lettering attached to each side of cabinet.	21.	2	42.
1002	ID Plate 1.25 x 8.5 inches wide, engraved with your name.	19.	1	19.
0306	30 inch high Stainless Steel Platform Pedestal thick walled 4 x 4 inch stainless steel post welded to heavy top and base plate with cover, includes (4) .5 inch stainless steel carriage head fasteners for attaching pedestal to cabinet.	450.	1	450.

Cabinet Dimensions:
12 x 8 x 22 inches high



Subtotal	\$1400.
Shipping	\$ 78.
TOTAL	\$1478.

Please allow 3 weeks for delivery from time of order.

Thank you for the opportunity to make this proposal.

Sincerely,

American Security Cabinets, Inc.
120 Sixth Avenue North
St. Cloud, MN 56303

Tel: 800-538-7898
Fax: 888-538-7898



Model 500-DOC Drive-up On-Concrete For 300 + items

Quick Quote for Model 500-DOC-Quantity 1

Please call us at 1-800-538-7898 to receive a Custom proposal - we're glad to serve You!

Part ID	Model 500-DOC includes:	Each	Qty.	Price
0105	M500 A stainless steel "fold-weld" cap and cabinet with piano hinged door, brass works lock, and (2) double bitted keys, strong cam, lock cover, floor panel, and (3) black signs: "PLACE PAYMENTS HERE", "DO NOT USE CASH", and "THANK YOU".	1225.	1	1225.
0701	Snorkel Slot Payment Entry Panel installed on front or back of cabinet.	111.	1	111.
1001	Sign: "PAYMENT DROP" black vinyl block lettering attached to each side of cabinet.	21.	2	42.
1002	ID Plate 1.25 x 8.5 inches wide, engraved with your name.	19.	1	19.
0306	30 inch high Stainless Steel Platform Pedestal thick walled 4 x 4 inch stainless steel post welded to heavy top and base plate with cover, includes (4) .5 inch stainless steel carriage head fasteners for attaching pedestal to cabinet.	450.	1	450.
				<hr/>
				Subtotal \$1847.
				<u>Shipping \$ 114.</u>
				TOTAL \$1961.

Cabinet Dimensions:
12 x 12 x 22 inches high




Please allow 3 weeks for delivery from time of order.

Thank you for the opportunity to make this proposal.


Sincerely,


American Security Cabinets, Inc.
120 Sixth Avenue North
St. Cloud, MN 56303

Tel: 800-538-7898
Fax: 888-538-7898



★★★★★ [5 stars from 1083 reviews](#)


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- Click on **Checkout Now** to proceed to check out process.

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 <small>zoom</small>	WindowCling™ Parking Permit, with Numbering, Blue Blue Parking Permit for Inside of Car Window, Sequentially Numbered Starting Number : A-0001 Size : 2" x 3" (H x W) Material : WindowCling™ Repositionable Label (Front Stick) Part # : PP-2012 <small>Qualifies for FREE Shipping  (for \$25+ orders)</small>	2/28	\$0.59/Decal Package: 1 Decal	<input type="text" value="250"/> Decals	\$147.50


1 item in your cart.


Total : \$147.50

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certified Hacker-Safe site by:



TOP

17

Code Enforcement 2014 Activity
As of 2/27/14

	Open	Closed	Total	Increase Since 2/12/2014
Unlawful Accumulation	4		4	2
Substandard Structure	1		1	1
Abandoned Vechicle	4	2	6	
Unlawful Sewer				
Land regulation Violation	1	3	4	3
Business Lic. Violation				
Special Master Hearings				
Building Demolition				
Waste Violation	7	15	22	7
Sign Violation	18	23	41	10

Total	35	Total	43	Total	78	Total	23



MEMORANDUM

To: Jim Anderson and Charlotte Pierce
From: Gail Alsobrook, Executive Director
Date: February 20, 2014
Subject: City Commission March 4 Meeting Agenda

Please include the following in the agenda packet:

1. January 16 Meeting Minutes
2. Payment of \$2600 for Langston Drive lights has been approved by the PSJRA Board of Directors.
3. PSJRA Board requests Commission approval for the following Provisional Directors:
 - Darius Chambers Business
 - Kaye Haddock Real EstateTwo directors will term out October 1 (Boyd Pickett and Willie Ramsey)
4. The PSJRA Board of Directors has vetted the conceptual designs for the deck at the Billy Joe Rish Parking lot, and the designs have also been shared with various stakeholders including the Chamber and the TDC. The design that best meets the criteria and ranked as first choice for the vast majority is attached. A periscope and lighting will be added to the concept prior to the public workshops. The PSJRA will enter into negotiations with Littlejohn Engineering Associates on the design cost.
5. The PSJRA Board of Directors has approved Gail Alsobrook's time to write the grant to improve the Jetty Park Low Dock to accommodate boutique cruise lines.

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

MEETING MINUTES

January 16, 2014

*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

Boyd Pickett	Chair	(BP)	Present
Bo Spring	Vice Chair	(BS)	Present
Aaron Farnsley	Treasurer	(AF)	Present
Patti Blaylock	Director	(PB)	Present
Linda Gant	Director	(LG)	Present
Brian Hill	Director	(BH)	Present
Michael McKenzie	Director	(MM)	Present
Clarence Monette	Director	(CM)	Absent
Willie Ramsey	Director	(WR)	Present (arrived at 10:20)
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 10:00 AM.

II. Citizens to Be Heard

None

III. Consent Agenda - The minutes of the December regular meeting were approved without revision (PB/LG, 7-0).

IV. Agency Operations

- A. The financial report was presented/approved without modification (PB/MM, 7-0). The auditor will be visiting the PSJRA the week of January 27th. At that time, the “current liabilities” shown on the Balance Sheet will be addressed and resolved.

V. Governance

- A. Sunshine Video: LG has the video and will provide it to GA upon completion. BH will be the final director to view.
- B. GA reported on a capital improvement project case study from the FRA conference:
- Capital project planning should include a complete scope of work and order of magnitude budget.
 - Detailed RFPs will elicit the most legitimate bids, e.g. schedule of values ILO lump sum.

- Contractors throughout the state are providing low-ball bids, overlooking scope to be awarded the project.

VI. Grant Program Status Report

A. Grant Report – Existing Grants

1. USDA/RBEG - MLK Sidewalk Grant: Pre-construction meeting is being scheduled by Project Manager Clay Smallwood.
2. FDOT – Phase IV Landscaping: Complete and closed-out.
3. Gulf Coast Tourism Promotion - Lighthouse Relocation Documentary: The fifth pay application has been processed, and the fourth quarterly report has been filed with the grantor. The contractor will be present to film the removal of the Fresnel lens this month.
4. Langston Drive – The City has made the decision to lease the street lights and has provided the PSJRA with several options. The board has forwarded two options to the City Commission: the Cobra lights and the Sanibel lights. The board prefers the Sanibel for aesthetics but understands the monthly lease is higher and would like the City to entertain the option of concrete poles for the Cobra lights ILO wooden poles.
5. SaltAir Market – The grant to the Tapper Foundation will be finalized tomorrow with John Parker.
6. Open-Air Information Center at Billy Joe Rish Parking Lot – The RFQ has been published, with a closing date of Thursday, February 13, at 2 PM. The proposals will be opened at City Hall, with at least two witnesses. GA will review and provide recommendations to the PSJRA board at the next meeting.

B. Façade Grant Program

Nick Dilallo will be submitting an application soon for an additional property.

VII. Project Status Report

- A. TIF Review Status – The Property Appraiser has reviewed the value of the parcels in the RA at the base year of 1990, with the original area value of \$12,542,000 and the current area of \$9,144,000. The board will await a written legal opinion from Cliff Shepard to discuss and determine how to move forward.
- B. Sign Ordinance – The City has approved the revised sign ordinance; the most significant change is appeals from a PDRB ruling will be heard and ruled on by the City Commission.
- C. TODS Signs – A rendering of the revised TODS sign has been provided to the City Manager.


VIII. New Business

- A. GA will present an overview of the CRA process to the City of Wewahitchka, date TBD.
- B. The PSJRA would like to keep informed of the progress and plans for the Frank Pate Park Boat Ramp.
- C. The next meeting will be held on Thursday, February 20, 2014, at 10 AM at 406 Marina Drive.
- D. The Port Cottages' plan to expand to US 98 is being met with some opposition. At this time, there is no evidence that the project does not meet building requirements. If needed, the board will invite the developers to share their plans with the PSJRA to potentially enlist the support of the Agency.

IX. Meeting Adjournment - The meeting was adjourned at 10:55 (BS/AF, 8-0).

Approved:


Boyd Pickett – Chair


Bo Spring – Vice Chair

