

May 2, 2017

**Regular Public Meeting
6:00 P.M.
2775 Garrison Avenue
Port St. Joe, Florida**



City of Port St. Joe

Bo Patterson, Mayor-Commissioner
William Thursbay, Commissioner, Group I
David Ashbrook, Commissioner, Group II
Brett Lowry, 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.

2775 Garrison Avenue

Tuesday May 2, 2017

Call to Order

Consent Agenda

Minutes

- Regular Commission Meeting 4/18/17 Pages 1-4
- Special Commission Meeting 4/25/17 Page 5

PSJRA

- Update

City Attorney

- Resolution 2017-06, Row Utilization/Construction Permit Pages 6-9
- Ordinance 531, Utility Deposit Page 10-11
 - Public Hearing
 - 2nd Reading & Consideration of Adoption

Old Business

- Commerce Park Lot Utilities – Update
- Ave. D Sidewalks - Comm. Thursbay

New Business

- Dixie Youth Baseball - Mark Costin
- ICMA Plan Termination Page 12
- Flushing Program - Start June 5th
- Pedestrian Bridge between 18th & 19th Street - Mayor Patterson

Public Works

- Update

Surface Water Plant

- Update

Waste Water Plant

- Update

Finance Director

- Update

City Engineer

- Projects Update
 - Frank Pate Park Boat Ramp Improvements
 - Long Avenue
 - Jones Homestead Sewer

Code Enforcement

- **General Update**

Page 13

Police Department

- **Update**

City Clerk

- **Election Schedule**

Page 14

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 AT
2775 GARRISON AVENUE, April 18, 2017, AT 6:00 P.M.**

The following were present: Mayor Patterson, Commissioners Lowry, and Thursbay. City Manager Jim Anderson, City Clerk Charlotte Pierce, and Attorney Clinton McCahill were also present. Commissioners Ashbrook and Buzzett joined the meeting after it was called to order.

CONSENT AGENDA

Minutes

A Motion was made by Commissioner Thursbay, second by Commissioner Lowry, to approve the Minutes of the Regular Meeting on April 4, 2017, and the Special Commission Meeting of April 11, 2017. All in favor; Motion carried 3-0.

Mayor Patterson moved the Public Works Report up in the meeting so Mr. Grantland could attend his son's ballgame.

Commissioner Buzzett joined the meeting at 6:02 and Commissioner Ashbrook joined the meeting at 6:07 P.M.

Public Works – John Grantland

Utility Permit – After discussion, it was the consensus of the Commission that there needs to be either an Ordinance or Resolution that sets a Permit Fee, provides for charges incurred when a City employee is needed and allows for a penalty fee when a contractor fails to get a permit. Staff is to contact other cities to see what they have for this type permit. A draft Ordinance / Resolution is to be prepared for the May 2nd meeting.

PORT ST. JOE REDEVELOPMENT AGENCY (PSJRA)

Lighthouse Keepers' Quarters Renovation; RFP 2017-01, Request to Award Bid:

Commissioner Buzzett updated the Commission on the bidding process and noted that the following were the low bidders for the project.

Philco (AC Only) \$13,925; Current Solutions (Electric only) \$12,800; Combs Construction (Exterior of Building) \$37,400. As Executive Director of the PSJRA, Bill Kennedy will serve as the General Contractor for the Project.

A Motion was made by Commissioner Thursbay, second by Commissioner Buzzett, to approve the bids pending state approval. All in favor; Motion carried 5-0.

PDRB Recommendation

Modular Home Building Permit – Shannon Winfield, 170 Avenue E:

Consensus of the Commission was that this should be handled at City Staff level by the Building Department and did not need to come before the Commission. The recommendation of the Planning Development and Review Board was to approve the permit. It was noted that all future permits will be handled by the Building Department and requests will not be sent to the Commission.

CITY ATTORNEY –

Resolution 2017-04, Proposed Home Rule Legislative Bills – Attorney McCahill read Resolution 2017-04 by Title only.

A Motion was made by Commissioner Buzzett, second by Commissioner Ashbrook, to approve Resolution 2017-04. All in favor; Motion carried 5-0.

Resolution 2017-05, Fishing Regulations – Attorney McCahill read Resolution 2017-05 by Title only.

A Motion was made by Commissioner Thursbay, second by Commissioner Lowry, to approve Resolution 2017-05. All in favor; Motion carried 5-0.

CITY MANAGER'S REPORT – Jim Anderson

Old Business

Commerce Park Lot Utilities Update – Staff continues to work on the relocation of the utilities. The agreement for the property closes Friday and an extension of 10 days may be needed.

CDBG Grant Update – Bruce Ballister: Mr. Ballister noted that the grant is on track, and there is a new grant reviewer that has held all grants to higher review standards. He anticipates receiving the Notification for Release of Funds soon and once that is received, advertising may begin for construction.

New Business

Road Abandonment Request – Kay Haddock: This item was Tabled.

Escrow Deposit – Commerce Park Lot: A Motion was made by Commissioner Buzzett, second by Commissioner Ashbrook, to refund the Escrow Deposit in the amount of \$500 to Franky Williams who originally wanted to purchase the property but did not complete the transaction. All in favor; Motion carried 5-0.

St. Joe Co. Payment Request – A request has been received from the St. Joe Company for their portion of 50% of all new sewer connections made from Windmark to Overstreet. This was a previous agreement and will expire in May of 2018. Funds collected to date total \$123,552.80 less \$29,200 credit in unpaid Tap Fees. A check in the amount of \$94,352.80 will be remitted to the St. Joe Company. Commissioner Buzzett commended Staff for their work done on this.

FRDAP Committee Membership – A Motion was made by Commissioner Ashbrook, second by Commissioner Thursbay, to add Jessie Pippin and Kari Williams to the FRDAP Committee. These names were submitted by Sara Hinds of the Gulf County Health Department. All in favor; Motion carried 5-0.

Surface Water Plant – Larry McClamma shared that Liquid Engineering had cleaned out and inspected the 2,000,000 gallon ground storage tank at the plant. Their report was that the tank is in overall good condition.

Financial Analyst – Mike Lacour advised that the playground equipment for Dooder Parker Park has been ordered and should be here in 6-8 weeks.

Wastewater Plant – Kevin Pettis noted that Biological Dredging along with Environmental Associates of LA added product to the lagoon. They will sample tomorrow and several more times over the next few months to check the PH and DO of the lagoon. Indications are that previous treatments to the lagoon have removed more sludge than originally thought. The plant is running well and they are continuing to spray.

City Engineer – Clay Smallwood, III

Project Updates -

Frank Pate Park Boat Ramp Improvements – Sheet piling has been delivered, it will be installed this Thursday, and the contractor is gearing up this week for the project. Complaints have been received about the lack of work going on but the contractor has assured Mr. Smallwood the project will be finished on time.

Long Avenue – Staff has the plans for the project.

Jones Homestead Sewer – Dewberry / Preble-Rish continues to work on the Task Order.

Code Enforcement –

General Update – Mr. Burkett's report was reviewed, no action was required.

Police Department – Chief Matt Herring shared that the Cadet Unit received a funding grant from the Tapper Foundation today. He expressed his appreciation to the foundation for the funding.

The Port St. Joe Police Department Public Safety Day will be held on June 24, 2017, from 10 A.M. to 2 P.M. in the parking lot around First Baptist Church. Participation commitments have been received from 15 police departments, 4 sheriff's departments, Bay County Bomb Squad, EMS, Life flight helicopter, Coast Guard for a boat, Gulf County Health Department, and Emergency Operations Center. Hospitality items will be provided by First Baptist Church and Centennial Bank.

City Clerk – Charlotte Pierce did not have anything to share.

Citizens to be Heard –

Chester Davis, NPSJ PAC, invited the Commissioners to their 11 A.M. meeting on April 22, 2017, at Philadelphia Primitive Baptist Church, 261 Avenue D. Representatives from Gateway Apartments and the PACES Foundation will be present to discuss applications for residency at the apartments.

Pastor Davis also asked if a blight and amnesty pickup could be scheduled. Mr. Anderson shared that in the past, Amnesty Day covered only paint, oils, etc., and they had to be delivered to a predetermined location. Roadside pickups, other than yard debris, require a special pickup because our current tipping fees from Waste Pro are \$51.50 a ton.

Mr. Davis inquired as to whether the county was going to be able to burn debris from the houses to be demolished.

Letha Mathews asked what qualifies as "blighted." Mr. Anderson responded that a request will need to be made to the City Code Enforcement Officer who maintains a list of the requests.

Discussion Items by Commissioners

Commissioner Buzzett thanked the Tapper Foundation for their generosity and noted \$70,000 was given to local organizations today. He encouraged citizens to thank Trish Tapper Warriner and David for their continued philanthropy to our area.

Commissioner Lowry did not have anything to discuss.

Commissioner Ashbrook reminded everyone to be sure and vote in the upcoming election.

Commissioner Thursbay noted that he had visited with some of the "finest people on earth" while campaigning, was blessed to live here, reminded everyone of the forthcoming election and encouraged the citizens to vote.

Mayor Patterson asked if customers were 2 months behind when their water service is discontinued. Mr. Anderson responded that the policy can be "tightened up" through Ordinance and needs direction from the Commission on their wishes.

A Motion was made by Commissioner Thursbay, second by Commissioner Buzzett, to adjourn the Meeting at 6:45 P.M.

Approved this _____ day of _____ 2017.

James "Bo" Patterson, Mayor

Date

Charlotte M. Pierce, City Clerk

Date

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF CITY
COMMISSIONERS FOR THE CITY OF PORT ST. JOE, FLORIDA, HELD AT
2775 GARRISON AVENUE, April 25, 2017, at Noon.**

The following were present: Commissioners Ashbrook, Buzzett, Lowry, and Thursbay. City Manager Jim Anderson, City Clerk Charlotte Pierce, and Attorney Clinton McCahill were also present. Mayor Patterson was absent.

In the absence of Mayor Patterson, Mayor Pro temp William Thursbay chaired the meeting.

Consent Agenda

Ordinance 532 Woodward Avenue – Residential in the C1A District – Public Hearing, Second Reading, and Consideration of Adoption:

Mayor Pro temp Thursbay called for Public Comment on Ordinance 532. No one from the Public wished to speak.

A Motion was made by Commissioner Ashbrook, second by Commissioner Buzzett, to adopt Ordinance 532. All in favor; Motion carried 4-0.

Attorney McCahill read Ordinance 532 by Title only.

Citizens to be Heard – No one wished to address the Commission.

Discussion Items by Commissioners – None of the Commissioners had anything else to discuss.

Motion to Adjourn

A Motion was made by Commissioner Ashbrook, second by Commissioner Lowry, to adjourn the Meeting at 12:02 P.M.

Approved this _____ day of _____ 2017.

William P. Thursbay, Mayor Pro temp

Date

Charlotte M. Pierce, City Clerk

Date

RESOLUTION NO 2017-06

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF
PORT ST. JOE ADOPTING A SCHEDULE OF FEES, CHARGES AND
EXPENSES RELATED TO ROW UTILIZATION/CONSTRUCTION
PERMITS 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 permits for the benefit of the public; and

WHEREAS, these permits could require considerable expenditure of public funds; and

WHEREAS, it is appropriate for the actual users of these permits 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 Row Utilization/Construction Permit Application, 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 Row Utilization/Construction Permit Application, schedule of fees, charges and expenses attached hereto as Exhibit "A" for permits described therein.
2. Resolutions or other schedule of fees, charges and expenses of any kind associated with City Row Utilization/Construction Permit Applications adopted prior to the date hereof is repealed.
3. This Resolution is effective immediately upon passing.

THIS RESOLUTION ADOPTED this __day of May, 2017.

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

BY: _____
James "Bo" Patterson, Mayor-Commissioner

Attest: _____
Charlotte M. Pierce, Auditor/Clerk

**CITY OF PORT SAINT JOE
ROW UTILIZATION / CONSTRUCTION APPLICATION**

DIRECTIONS: Legibly complete and application as required. Sign both pages of application. For any questions, contact the Public Works Department at 850-229-8247.

Section I APPLICANT INFORMATION

APPLICANT NAME: _____
COMPANY NAME: _____ PHONE NUMBER: () - - Ext. _____
ADDRESS: _____
EMAIL: _____ Emergency 24-hour/7-day Contact Information:
Name/Number: _____

Section II PROJECT INFORMATION

PROJECT NAME _____
LOCATION OF PROPOSED CONSTRUCTION _____
TAX PACE ID # _____
DESCRIBE CONSTRUCTION: _____

Bore - City paved / Stabilized Roadway		Open Cut - City Paved / Stabilized Roadway	
Bore & Jack	Total No.	Paved	Total No.
Direction Bore	Total No.	Stabilized	Total No.
Pole Installations	Total No.	Poles Used / Upgrade	Total No.
Trench	LF	Width	FT
Block/Impede Pedestrian Traffic		Road/Lane/Sidewalk Closure	Emergency Repairs YES <input type="checkbox"/> NO <input type="checkbox"/>
		Landscaping / Irrigation	<input type="checkbox"/>

(Note: If pedestrian traffic is affected within a 1/2 mile radius of a school, applicant agrees to coordinate with school officials) - ☐

DESCRIBE OTHER CONSTRUCTION _____

Section III LOCATION OF EXISTING UTILITIES

(Applicant agrees all existing utilities/facilities shall be located, exposed and verified prior to construction)
Call Sunshine State one call of Florida 800-432-4770 prior to construction

Section IV MAINTENANCE OF TRAFFIC

All construction activity within The City of PSJ Public Rights-of-Way/Easements require an M.O.T. plan.
This permit does not include M.O.T. approval. See condition 6 of page 2 of this permit application

Section V NOTICE OF CONSTRUCTION

THE PUBLIC WORKS DEPARTMENT MUST BE CONTACTED A MINIMUM OF 24 HOURS AND A MAXIMUM OF 48 HOURS PRIOR TO ANY CONSTRUCTION (850) 229-8247.

Section VI CONTRACTOR AND/OR OWNER/AUTHORIZED AGENT SIGNATURES

I/WE REPRESENT THAT THE ABOVE STATEMENTS AND THE INFORMATION, STATEMENTS AND REPRESENTATIONS ON MATERIALS SUBMITTED HERewith IS TRUE. I/WE ARE PROVIDING THESE MATTERS TO INDUCE THE CITY OF PORT ST JOE TO ISSUE A CONSTRUCTION PERMIT. I/WE AGREE WITH ALL CONDITIONS IMPOSED BY THE CITY OF PORT ST JOE.

APPLICANT/CONTRACTOR
SIGNATURE _____

TITLE: _____ DATE: ____ - ____ - ____

OWNER/AUTHORIZED
AGENT SIGNATURE _____

TITLE: _____ DATE: ____ - ____ - ____

Section VII PERMIT ACTION

APPROVED - ☐ APPROVED WITH SPECIFIC CONDITIONS - ☐ DENIED - ☐

PERMIT NO. _____
APPROVAL DATE: ____ - ____ - ____ FEE: \$ _____
EXPIRATION DATE: ____ - ____ - ____ APPLICATION APPROVED BY: _____
City Manager (or Designee)

CONDITIONS

1. The issuance of this Permit is governed by and regulated by the following:
 - a. The Florida State Statutes relating to the use of City Right-of-Way and Property Interests.
 - b. The Florida Administrative Code.
 - c. City of Port St Joe Codes, Ordinances and Policies.
 - d. Any fees established by The City of Port St. Joe and any additional requirements and conditions of the City of Port St. Joe Board of City Commissioners.
2. It is understood and agreed that the Licenses and Privileges herein set out are granted to the extent of the City's right, title and interest, if any, in the land to be entered upon and used by the Permittee, and the Permittee will at all times, assume any and all risk of and indemnify, defend, and save harmless the City from and against any and all losses, damages, costs and expenses arising in any manner whatsoever on account of or in any way resulting from the exercise or attempted exercise by said Permittee of the aforesaid approved Licenses and Privileges or otherwise resulting from the acts or omissions of the Permittee or its officers, employees or agents. The Permittee agrees that its assumption of risks and obligations to indemnify the City related to Permittee's work or placement of any improvements shall survive the expiration date of this Permit. The Permittee agrees to pay any and all costs, fees and expenses that the City in any way incurs relative to enforcing the terms and conditions of this Permit, including but not limited to, Attorneys' Fees and Legal Costs at trial, on appeal or at any administrative proceeding. The Permittee understands and acknowledges that any and all payments to obtain this permit only cover direct and indirect costs which the Permittee's use of public right-of-way have or will generate, and further that such payments do not encompass the fair value of Permittee's use or occupation of public rights-of-way.
3. It is expressly agreed by the Permittee that this Permit is for is a License for Permissive Use only and that the placing of improvements, such as, but not limited to, utilities, facilities, roadways, structures or landscaping upon public property pursuant to this Permit shall not operate to create or vest any property right whatsoever in said Permittee, current owner/operator or adjacent property owner. The scope of this license shall not be expanded physically, functionally or as to the breadth of services permitted through it without the prior consent of the City. A copy of this permit shall be on site during construction.
4. The Permittee agrees that the construction and/or maintenance of improvements shall not interfere with the property and rights of a prior occupant including, but not limited to, the City. The Permittee shall pay any and all costs and expenses in any way relating to activities of the Permittee interfering with said property and/or rights.
5. In the event of rerouting, widening, repair, construction or reconstruction of public roadways, utilities, facilities or structures, the Permittee shall, within ninety(90) days of receiving written notice from the City, remove or relocate its facilities within the Public rights-of-way, at no cost to City, to clear the area for the City's work.
6. The Permittee and the holder of this Permit shall take all safety measures, including, but not limited to, the placing and displaying of warning/channelizing/regulatory signs, signals, lights, barricades, cones, drums, beacons, devices, pavement markings and flaggers as required by the most recent FDOT Roadway and Traffic Design Standards and shall also prevent any obstructions or conditions which are or may become dangerous to the traveling public as conclusively determined by the City of Port St. Joe. The Permittee shall be responsible for any and all costs related to loss of life, personal injury and/or property damage relating to the impedance obstruction of either pedestrian or vehicular traffic.
7. If an emergency or any other situation arises which a reasonably prudent person would believe to be an emergency situation, the Permittee and the holder of this permit shall immediately take all actions necessary to ensure the safety of the traveling public and construction persons including contacting emergency services such as police, medical or fire. Permittee will contact and advise the City of Port St. Joe of the situation and take any and all remedial actions in addition to those required by the Public Works Department, call 850-229-8247. After normal business hours call 911.
8. Prior to any construction, a 24-7 emergency phone number shall be provided to the City and/or placed at the work site and shall be visible from a public access point. Permittee agrees to obtain all required approvals, agreements and/or permits relative to the type and location of the proposed work from all Federal, State, County, City, real property owner and any other Regulatory Agency or Department. The Permittee, Owner, Agent or Contractor must obtain a Federal NPDES Permit if the proposed construction disturbs (one) 1 acre or more total land area.
9. Any work that commences without all required State, Regional or Local Permits available on the job site or without establishing: 1) the actual location of existing utilities; 2) safety measures; 3) without coordination by the Permittee relative to emergency situations, shall be immediately suspended until all requirements have been met and penalty fees, if any, are paid. The penalty fee for work that commences without a Permit shall be no less than the Permit fee for each occurrence. Additionally, failure to obtain a Permit may result in a case being filed with the Code Enforcement Department of The City of Port St. Joe or other appropriate actions in accordance with State Law and City Ordinances. In the event this Permit is subject to or issued in conjunction with any other Permit, whether State, Regional or Local, this Permit shall automatically be suspended indefinitely if such other Permit is terminated or suspended.
10. Permittee declares that prior to any construction or excavation, notice as required and as necessary in accordance with sound operating and engineering practices, will be issued to the owners of real property, owners/operators of all existing utilities, facilities or improvements, both underground and aerial.
11. At the request of the City of Port St. Joe, Permittee agrees to submit As-built Engineering Plans within thirty (30) days detailing the location of all construction improvements.

Section V CONTRACTOR AND/OR OWNER/AUTHORIZED AGENT SIGNATURES

I/WE REPRESENT THAT THE ABOVE STATEMENTS AND THE INFORMATION, STATEMENTS AND REPRESENTATIONS ON MATERIALS SUBMITTED HERewith IS TRUE. I/WE ARE PROVIDING THESE MATTERS TO INDUCE THE CITY OF PORT ST JOE TO ISSUE A CONSTRUCTION PERMIT. I/WE AGREE WITH ALL CONDITIONS IMPOSED BY THE CITY OF PORT ST JOE.

APPLICANT/CONTRACTOR
SIGNATURE _____

TITLE: _____ DATE: ____ - ____ - ____

OWNER/AUTHORIZED
AGENT SIGNATURE _____

TITLE: _____ DATE: ____ - ____ - ____

Exhibit A

- Permit Application Fee- \$50
- \$100 a day penalty for not having a permit
- \$20 per hour if a City Employee is required onsite
- The Contractor is responsible for all cost associated with damages to City Utilities and/or Infrastructure

ORDINANCE NO. : 531

AN ORDINANCE REPEALING AND REPLACING ORDINANCE 311 AND 488 OF THE CODE OF THE CITY OF PORT ST. JOE PERTAINING TO APPLICATION; DEPOSIT, CONNECTION AND ACCOUNT TRANSFER FEES; PROVIDING FOR THE REPEAL OF ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HERewith AND PROVIDING FOR AN EFFECTIVE DATE.

BE IT ENACTED BY THE PEOPLE OF THE CITY OF PORT ST. JOE, FLORIDA:

(a) Before service of water and/or sewerage shall be installed or furnished by the city; the person desiring such service shall make written application to the city auditor and clerk for the service desired, and shall deposit with the city treasurer the sum of \$150.00 plus first month's trash service, provided that in case of larger consumers, where the monthly consumption and the established rate will likely exceed the sum of \$150.00, the amount of the deposit to be required shall be such sum as in the judgment of the city auditor and clerk will be adequate to protect the city from loss.

(b) Upon receipt of the deposit provided for in this section, the city treasurer shall issue receipt to the party paying the sum. All deposits made under the provisions of this section will be refunded on demand whenever the service is discontinued and all accrued bills for service have been paid. Any person changing residence or business location may withdraw any deposit made for service at such place, but before service is again furnished such person at a new location, written request therefore and deposit must be made for service at such new location as provided in this section.

(c) There shall be a charge of \$35.00 for each new service connection and for transferring the utility account from the name of one person to the name of another, which shall be paid before service connection is made or account changed, provided that there shall be no service connection charge or change account charge when a new service connection is made for which a tapping fee is paid.

(d) Temporary Service: There shall be a \$50.00 deposit for temporary service(14 days) and the \$35.00 new service connection charge referred to in (c) above shall also apply.

REPEAL: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

EFFECTIVE DATE: This ordinance shall become effective upon adoption.

THIS ORDINANCE ADOPTED this _____ day of _____, 2017.

**BOARD OF CITY COMMISSIONERS
PORT ST. JOE, FLORIDA**

JAMES "BO" PATTERSON
MAYOR-COMMISSSIONER

ATTEST:

CITY CLERK



April 18, 2017

RE: Plan Termination Request
City of Port St. Joe, FL
109014

Effective date : January 31, 2017

Dear Plan Sponsor:

ICMA-RC received a notification/resolution and/or board minutes approving to terminate the above-noted plan. Per your request, the termination will be effective as of the date noted above. In accordance with terms of the signed plan document and applicable regulations, please note that:

- ▶ **Balance** – No assets remain in the plan.
- ▶ **Contributions** – No future contributions will be accepted. In the event that a contribution is received, it will be returned.
- ▶ **Fees Payable to ICMA-RC** – If your plan has an Annual Plan Fee, please review any outstanding invoices. Annual Plan Fees are billed quarterly and should be paid in full for the quarter that includes the effective date of termination.

Serving your plan and helping your participants build retirement security has been a pleasure.

Sincerely,

Renee Briggs
Vice President, Client Services

PLAN TERMINATION PROCESS APPROVAL

Employer agrees and understands the termination process and dates as defined in this letter.

Authorized Employer Signature: _____ Date: _____

Full Name (printed): _____

AC: 27430-0514-7260

City of Port St. Joe 2017 General Election Time Line

April 29, 2017 – May 6, 2017 – Saturday to Saturday - Early Voting at Supervisor of Elections Office (No Sunday Voting on April 30th) 9:00 A.M. – 5:00 P.M.

May 9, 2017, Tuesday – Election Day – Voting at Fire Station from 7:00 A.M. – 7:00 P.M.

May 10, 2017 – Wednesday – Special City Commission Meeting: Election Certification
12 Noon – Ward Ridge Building

June 13, 2017 - Tuesday – Swearing in of Mayor and Commissioners 6:00 P.M.
(Reception at 5:30 P.M. – Ward Ridge Building)

Code Enforcement 2017Activity
As of 4/25/2017

		Open			Closed			Total			Increase
Unlawful											
Accumulation		42			64			106			17
Substandard											
Structure		13			3			12			2
Abandoned											
Vechicle		4			1			5			
Unlawful											
Sewer											
Land regulation											
Violation		0			2			2			
Business Lic.											
Violation		0									
Special Master											
Hearings											
Building											
Demolition		6			1			7			
Waste											
Violation		41			70			111			6
Sign											
Violation					77			77			6
	Total	106	Total		218	Total		324	Total		31