

May 7, 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 May 7, 2013

Call to Order

Consent Agenda

Minutes

- Regular Meeting 4/16/13

Pages 1-4

City Attorney

- Highway 98 Phase IV Landscaping Project

Old Business

- Lighthouse- Update
- Centennial Celebration- Update
- Holly Hill Cemetery Pavilion Dedication
- Rate Study Workshop- June 27th at 12:00
- Waste Pro- Update
- Golf Cart Crossing (Handout)
- Road Patches

Pages 5-6

New Business

- Website Enhancement Proposal
- Graduation Greeting Ad
- Fee Waiver Request- Buck Fernandez

Pages 7-8

Page 11

Pages 12-13

Public Works

- Update

Surface Water Plant

- Update

Waste Water Plant

- Update

City Engineer

- Headworks and Sprayfield- Update
- Langston Drive Sidewalk Grant Proposal
- Water Distribution Phase II- Request to go out for Bids
- Water Study- Update

Code Enforcement

- Update
 - 1303 McClelland

Page 14

Pages 15-18

Police Department

- **Update**

PSJRA

- **Historic Downtown Brochure/map**
- **MLK Sidewalk Project**
- **Deck at Billy Joe Rish Memorial Parking Lot**
- **PSJRA Meeting Minutes**

Pages 19-21

City Clerk

- **Election 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, April 16, 2013, AT 6:00 P.M.

The following were present: Mayor Magidson, Commissioners McCroan, Patterson and Kennedy. City Manager Jim Anderson, City Clerk Charlotte Pierce and City Attorney Russ Scholz were also present. Commissioner Buzzett was absent due to illness.

CONSENT AGENDA

National Library Week Proclamation

Mayor Magidson read a Proclamation proclaiming April 14 – 20, 2013, as National Library Week. He presented the Proclamation to *Friends of the Library of the Gulf County Public Library* Board Members Cathy Colbert, Ruth Pettis, Mary K. Carpenter, Sheila Mahlkov and Bobby Johnson.

Minutes

A Motion was made by Commissioner McCroan, second by Commissioner Patterson, to approve the Minutes of the Regular Meeting of April 2, 2013 and the Workshop Meeting of April 4, 2013. All in Favor; Motion carried 3-0.

CITY ATTORNEY – Russ Scholz

Attorney Scholz did not have anything to report.

CITY MANAGER'S REPORT

Old Business

Lighthouse Update

Mayor Magidson shared that during the Workshop of April 4, 2013, Clay Smallwood, III, of Preble Rish had been asked to provide drawings showing the Center Line Right of Way for Third Street and also the section of planted trees between Miss Zola's Drive and Baltzell Avenue. The proposed location for the lighthouse will be at the intersection of Third Street and Miss Zola's Drive on the West side of Miss Zola's Drive. This location will be dependent upon the soil and possible relocation of a storm pipe.

Mayor Magidson asked Gail Alsobrook of the Port St. Joe Redevelopment Association if their board would fund the cost of relocating the storm pipe. She will make this request known to her board.

Commissioner Kennedy entered the Meeting at 6:10 P.M.

Centennial Celebration

Mayor Magidson noted that plans are progressing well for the celebration; the Commemorative Coins will be in later this week and tickets for the May 11, 2013, fund raising event have gone on sale. He reiterated that the celebration is being funded by private contributions and that no city funds are being used for the event.

New Business

Holly Hill Cemetery Pavilion

A letter was received from Gaynell Jones asking that the Holly Hill Cemetery Pavilion be named in honor of her father, former City Commissioner Charles H. Stevens, Sr., as he initiated and followed through on the construction of the pavilion. Bob Jones, speaking of behalf of the Stephens Family, noted the former Commissioner's service to the City as well as his love for the community and asked that the request be granted.

A Motion was made by Commissioner McCroan, second by Commissioner Patterson, to name the Holly Hill Cemetery Pavilion in honor of Charles H. Stephens, Sr. All in Favor; Motion carried 4-0. Plans will be formulated for a formal dedication of the Pavilion.

Community Development Block Grant (CDBG) Public Hearing

Bruce Ballister, Senior Planner for Economic Development with the Apalachee Regional Planning Council, conducted a First Public Hearing for the 2013 -14 CDBG Cycle. The purpose of the meeting was to allow citizens input as to what projects might be funded in the next cycle. Mayor Magidson opened the floor for comments and suggestions. No citizen's input was offered. A Motion was made by Commissioner Kennedy, second by Commissioner Patterson, to proceed with seeking funding for Phase II of the NPSJ Water System Improvements. All in Favor; Motion carried 4-0.

Rate Study Update

Mr. Anderson noted that Burton and Associates had met with City Staff and will be reviewing data provided to them. City Staff noted the need to limit future rate increases and level rates out.

Asphalt Patches

There are approximately 9 road patches that need to be made in the City. GAC Contractors is preparing a cost estimate. Mr. Anderson noted that the cost of repairs would have to come from Contingency Funds as this was not a budgeted item.

Public Works – John Grantland

Mr. Grantland stated that the Marvin Avenue Project is moving forward and the First Street Lift Station Pump is to be shipped next week.

Surface Water Plant – Larry McClamma

Mr. McClamma shared that Chad Mack had passed his state *Drinking Water Treatment Plant Operator, Level C License* Exam.

Wastewater Plant - Lynn Todd

Ms. Todd relayed that CDM Smith and a Virginia Tech student began their sample testing today. Virginia Tech will analyze the data to determine the direction for the water study.

Repair work will begin on the Grit Kings Monday April 22, 2013. The work will include a pressure booster pump and shear gates.

City Engineer – Clay Smallwood

Headworks and Sprayfields Update – Nothing to report at this time.

Water Distribution Phase I Update

I-C has finished the punch list and paper work is all that remains.

Water Study

Ms. Todd covered this in her report.

Code Enforcement

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

Mr. Anderson noted that Spring Cleaning has begun and asked that citizens keep trash in small piles. Furniture cannot be routinely picked up by the City. If this service is needed, please call Public Works for a price schedule or you may take it to the landfill.

Police Department

Chief Barnes was absent due to illness and there was no report from his department.

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

Lighthouse Film Documentary Contract

Mayor Magidson questioned the difference in the final contract and the copy with the markups. Mr. Anderson shared that the markup copy had been converted to the final. A Motion was made by Commissioner Kennedy, second by Commissioner McCroan, to approve the Documentary motion picture Contract with Elizabeth W. Curry and T. Clayton Long in the amount of \$125,000. All in Favor; Motion carried 4-0. This will be to document the relocation of the Cape San Blas Lighthouse, two Keeper's Quarters and Oil Shed. Funding is provided through a Gulf Coast Tourism and Seafood Fund Grant.

Office Relocation

Ms. Alsobrook stated that the Chamber would require funding to hold the space for the PSJRA after May 1, 2013.

Mayor Magidson reported that there had not been any progress made on relocating her office as the Gulf County Board of County Commissioners rejected the compromise offered by the City.

Commissioner Patterson asked if there was any funding yet for Langston Drive. He noted his frustration with no funding for the project, his efforts to improve the area, and that other projects continue to come up and are funded.

Ms. Alsobrook responded that she was submitting a grant to the Jessie Ball DuPont Foundation and would have a phone conference later this week with them.

Mayor Magidson noted that a grant for the MLK Sidewalk Project has been submitted and funding for the upgrading of the North Port St. Joe Water System has been approved.

City Clerk – Charlotte Pierce

Mrs. Pierce noted there will be a City Election on Tuesday, May 14, 2013. A bill was received today for the election ballots.

Calls have been received concerning political signs being placed in the Right of Ways. Signs are allowable on private property with the permission of the owner. Signs that remain the Right of Way will be removed by Code Enforcement.

Citizens to be Heard

Eric Davidson shared his opinions and dissatisfaction with decisions concerning the lighthouse relocation.

Christy McElroy cautioned that muck can be wetlands and encouraged the Commission to be cautious in their location selection of the lighthouse complex. She also stated that yesterday she had made a request for the latest Bay Park project master plan in its entirety and was assured she would be receiving it by e-mail. Prior to tonight's meeting she was told that she would not be receiving a copy of it. She feels that this is a public document, even though it is in draft form and should be available.

Nathan Peters, Jr., thanked Mr. Anderson and Mrs. Pierce for meeting with him concerning CDBG opportunities. He asked that the City consider CDBG funding to upgrade the sewer system in the Battles Street and Avenue D area as several of his tenants continue to have sewer issues that are City related. Mr. Peters requested that the Commission keep this project in mind for future planning.

Discussion Items by Commissioners

Commissioner McCroan noted that he continues to receive calls concerning the lighthouse issue and it needs to be resolved.

Commissioner Patterson had been notified of a fallen tree between Sixteenth and Twentieth Streets in the park area and the need to have grass cut in that area. John Grantland will follow up on this.

Commissioner Kennedy did not have any concerns at this time.

Mayor Magidson did not have anything to discuss.

A Motion was made by Commission McCroan, second by Commissioner Patterson, to adjourn the Meeting at 7:15 P.M.

Approved this _____ day of _____ 2013.

Mel C. Magidson, Jr., Mayor

Charlotte M. Pierce, City Clerk

Please join us for the Dedication of the
Holly Hill Cemetery Pavilion

In honor of
Charles H. Stephens, Sr.
Friday, May 31, 2013
10:00 A.M.

1665 Madison Street
Port St. Joe, Florida

CHARLES H. STEPHENS, SR., PAVILION

NAMED IN HONOR OF FORMER CITY COMMISSIONER,

CHARLES H. STEPHENS, SR.,

WHO SERVED FROM JUNE 19, 2007, TO JUNE 21, 2011, IN RECOGNITION OF
HIS LEADERSHIP THAT MADE THIS PAVILION A REALITY.

THE NAMING OF THIS PAVILION WAS MADE POSSIBLE BY A VOTE
OF THE BOARD OF CITY COMMISSIONERS ON APRIL 16, 2013.

DEDICATED MAY 31, 2013.

MEL MAGIDSON, JR., MAYOR

BILL KENNEDY, COMMISSIONER, GROUP I

JAMES "BO" PATTERSON, COMMISSIONER, GROUP II

PHIL MCCROAN, COMMISSIONER, GROUP III

REX BUZZETT, COMMISSIONER, GROUP IV

OFFICE: (850) 785-4675
FAX: (850) 769-3456



POST OFFICE BOX 59462
PANAMA CITY, FL 32412-0462

CITY of PORT ST. JOE

Three (3) Asphalt Patches @ 26.88 SYDs
SCHEDULE OF VALUES
18-Apr-13

	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL
GENERAL CONDITIONS					
1	MOBILIZATION	LS	1	\$653.00	\$653.00
2	MOT	LS	1	\$559.00	\$559.00
				SUB-TOTAL	\$1,212.00

PATCHING					
3	SUBGRADE & COMPACT (Existing Milled Asphalt Base)	SYD	26.88	\$2.43	\$65.32
4	SP 12.5mm ASPHALT PAVEMENT @ 1-1/2"	SYD	26.88	\$126.37	\$3,396.83
				SUB-TOTAL	\$3,462.15

LUMP SUM TOTAL **\$4,674.15**

QUALIFICATIONS & CLARIFICATIONS:

1. Price does not include any geotechnical testing.
2. Asphalt Patch @ 283 Avenue "D" = 14.00 Syds.
3. Asphalt Patch @ Avenue "C" & Hwy 98 = 4.00 Syds.
4. Asphalt Patch @ Tulip (Beacon Hill) = 8.88 Syds.
5. Price is based on cut-out, subgrading and compaction of existing milled asphalt base placed previously by others to accommodate 1-1/2" of SP 12.5mm asphalt pavement.
6. Price does not include any paint and/or thermoplastic marking or striping.
7. Price is based on provision of the three (3) above referenced patches in a single mobilization.

GAC CONTRACTORS, INC.


Tim McGuffin

Project Manager

4/18/13

CITY OF PORT ST. JOE

ACCEPTED BY: _____

DATE: _____

QUALITY SINCE 1958

GC C052036 · CU C056975

OFFICE: (850) 785-4675
FAX: (850) 769-3456



POST OFFICE BOX 59462
PANAMA CITY, FL 32412-0462

CITY of PORT ST. JOE

Two (2) Asphalt Patches @ 26.21 SYDs

SCHEDULE OF VALUES

18-Apr-13

	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL
GENERAL CONDITIONS					
1	MOBILIZATION	LS	1	\$653.00	\$653.00
2	MOT	LS	1	\$559.00	\$559.00
				SUB-TOTAL	\$1,212.00
PATCHING					
3	SUBGRADE & COMPACT (Existing Milled Asphalt Base)	SYD	26.21	\$2.43	\$63.69
4	SP 12.5mm ASPHALT PAVEMENT @ 1-1/2"	SYD	26.21	\$126.37	\$3,312.16
				SUB-TOTAL	\$3,375.85

LUMP SUM TOTAL

\$4,587.85

QUALIFICATIONS & CLARIFICATIONS:

1. Price does not include any geotechnical testing.
2. Avenue "B" near Hwy 98 = 15.55 Syds.
3. Avenue "B" near Battles = 10.66 Syds.
4. Price is based on cut-out, subgrading and compaction of existing milled asphalt base placed previously by others to accommodate 1-1/2" of SP 12.5mm asphalt pavement.
5. Price does not include any paint and/or thermoplastic marking or striping.
6. Price is based on provision of the two (2) above referenced patches in a single mobilization.

GAC CONTRACTORS, INC.

 4/18/13

Tim McGuffin

Project Manager

CITY OF PORT ST. JOE

ACCEPTED BY: _____

DATE: _____

QUALITY SINCE 1958

GC C052036 • CU C056975

INBOX

Compose

Addresses

Folders

Options

Current Folder: **INBOX****Welcome:** janderson **Your IP address:** 192.168.11.117 Message List  Delete

Forward

Forward as Attachment



Reply



Reply All

Delete & Prev | Delete & Next

Move to: INBOX

 Move**Subject:** City Parks proposal for website**From:** "Rick Lamberson" <rick@bluewateri.net>**Date:** Fri, April 12, 2013 1:54 pm**To:** "janderson@psj.fl.gov" <janderson@psj.fl.gov>**Priority:** Normal**Mailer:** Mozilla/5.0 (Windows NT 6.2; WOW64; rv:17.0) Gecko/20130328 Thunderbird/17.0.5**Options:** [View Full Header](#) | [View Printable Version](#) | [Download this as a file](#) | [View Message details](#) | [View as plain text](#)

Jim,

Please consider this as our proposal to develop a "City Parks" section of the CityOfPortStJoe.com website. The new section will include a page for each park. The page will include text describing the park and its amenities, ground-level photos where beneficial, and elevated photos where better suited for the project. The cost proposed would include no less than 12 elevated photos, and no less than 24 ground-level photos. Also included is development of the text and page layout for each web page.

The total cost of the project will be \$2500, with \$1500 of that to cover the cost of the elevated photos, which will be sub-contracted to Panhandle360.

Let me know if/when you are ready for us to get started. Now that spring is here, the parks will probably look a lot better.

This is an example of what the elevated photos would look like:

9



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BLUEWATER INET GROUP LLC

Rick Lamberson, CEO - Project Manager • 201 Long Avenue, Port St. Joe, FL 32456Office: 850.229.8149 - Fax: 850.229.8224 - www.bluewateri.net

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This message has been scanned for viruses and dangerous content by [MailScanner](#), and is believed to be clean.




Attachments:[untitled-\[1\]](#)

1.1 k

[text/plain]

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10


Congratulate

Your 2013 Senior

Business Card
(2 col x 2") color ad \$30.00

Double Business Card
(2 col x 4") color ad \$60.00

2 col x 6"	\$ 95.00
2 col. x 8"	\$ 100.00



To purchase a graduation greeting ad:
 Call Joel Reed at 814.7377 jreed@starfl.com
 or Kari Fortune at 227.7847/ kfortune@starfl.com

THE STAR
YOUR HOMETOWN NEWSPAPER SINCE 1931

Apalachicola
Carrabelle
THE TIMES
YOUR HOMETOWN NEWSPAPER FOR MORE THAN 120 YEARS

XNSP63393

Requesting Fee Waiver

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

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

David A. Fernandez, Jr.

ADDRESS: 144 Finch Lane

Wewahitchka

CITY

FL

STATE

32465

ZIP

TELEPHONE 850 227 8019

DATE(S) REQUESTED June 14 + 15, 2013

TYPE OF ACTIVITY Religious Event

Centennial Binal

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.

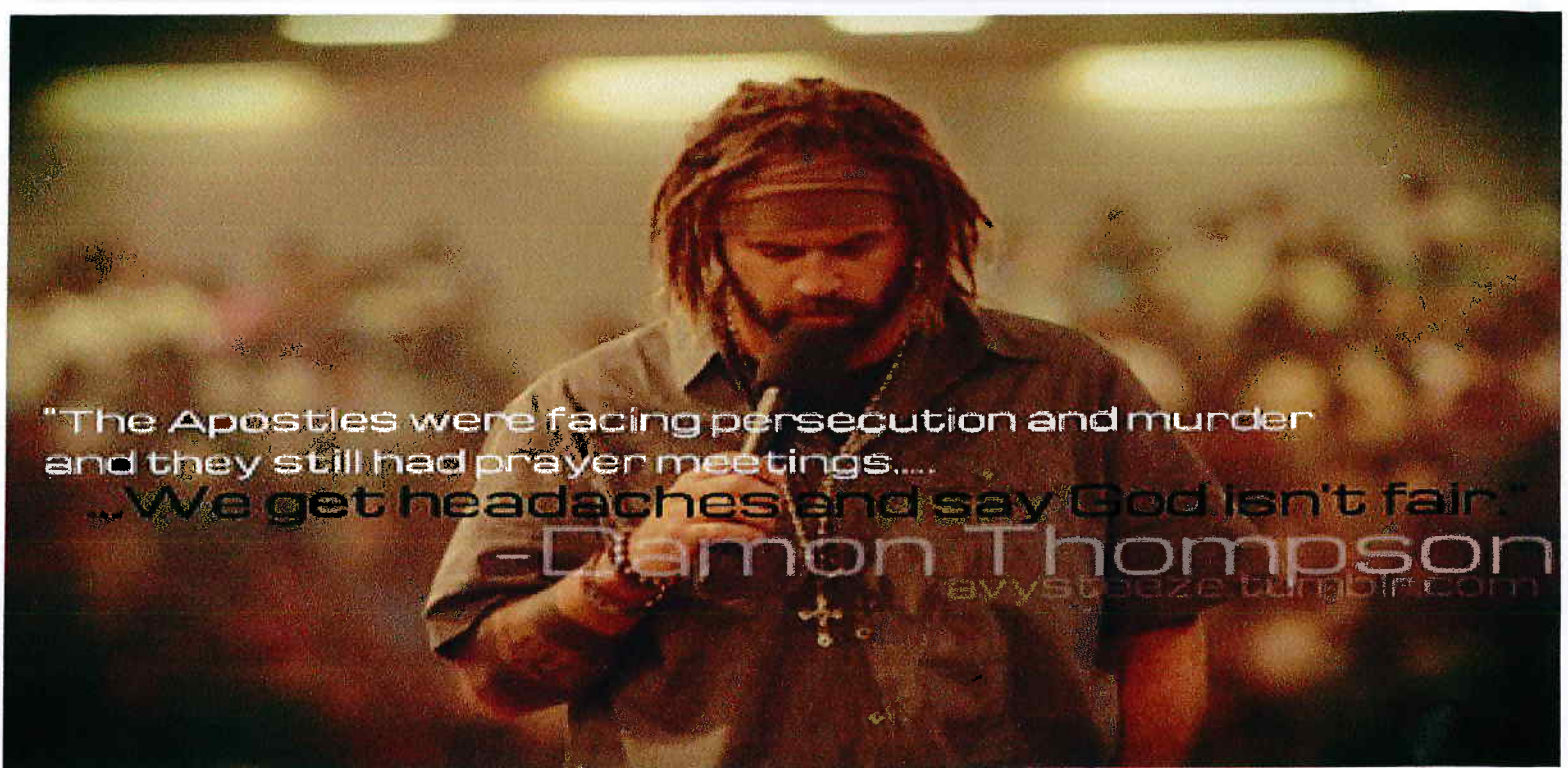
All "Users" be advised that the Board of City Commission does not rent this facility to organizations for extended periods of time. Rentals are on a temporary basis only, and Users are urged to make other arrangements as soon as possible.

1. **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.



**Join Us For Two Life Changing Evenings
at The ALTAR
With Damon Thompson**

Where: The Centennial Building
300 Allen Memorial Way
Port St. Joe, Florida

When: June 14th and 15th

Time: 7:00 PM (Friday & Saturday)



Richard Burkett
Code Enforcement Insepctor

Code Enforcement
2013 Activity

Activity As of 4-29-13
City Of Port St. Joe

	Open	Closed	Total	Increase Since 4/11/2013
Unlawful Accumulation	10	30	40	10
Substandard Structure	11	4	15	
Abandoned Vechicle	2	3	5	
Unlawful Sewer				
Land regulation Violation	2	1	3	
Business Lic. Violation	0	1	1	
Special Master Hearings				
Building Demolition	0	1	1	
Waste Violation	5	98	103	11
Sign Violation	0	3	3	

Total	30	Total	141	Total	171	Total	21
				2013 Year Cases			

City of Port St. Joe, Florida

Code Enforcement

305 Cecil G. Costin, Sr. Blvd.

Port St. Joe, Florida 32456

Email: rburkett@psj.fl.gov

Phone: 1 (850) 229-8261 Ext. 112 Fax: 1 (850) 227-7522

Notice of City Ordinance Violation

Notice of Violation

LOCATION: 1303 McClelland Ave. Port St. Joe, FL DATE/TIME: 10/16/12 11:22 a.m. (EST)

Case Number 2012090033 Parcel # 05306-000R

NAME(S): TENANT AND/OR OWNER : Hazel Marie Naegele

Certified Mail 7011297000045755544

VIOLATION SUMMARY

VIOLATION(S): Substandard structure and an overgrowth of weeds and grass on the property in violation of Ordinance number 296 the "Substandard structure and junk abatement code". (D) (E).

(d) Unfit or unsafe dwelling or structure: Any dwelling or structure or any portion thereof, including accessory buildings, structurally unsafe, unstable, unsanitary, inadequately provided with exit facilities, constituting a fire hazard, unsuitable or improper for the use or occupancy to which they are put, constituting a hazard to health or safety because of inadequate maintenance, dilapidation, obsolescence or abandonment, dangerous to life or property, or, by reason of fire, age, decay, deterioration, structural defects, improper design, unstable foundation, termites, acts of God or other causes, dangerous to the occupants thereof or to surrounding buildings and the occupants thereof, or a menace to the public health, or a fire hazard, or so unsafe as to endanger life or property or render the use of the public streets dangerous, or otherwise in material violation of the housing, building electrical, plumbing, mechanical, health or fire codes of the city;

(e) Hazardous vegetation: Any vegetation constituting a health and welfare hazard.

YOU ARE HEREBY ORDERED TO CEASE AND DESIST SAID VIOLATIONS OR ABATE SAME
TO BE IN COMPLIANCE YOU MUST

- (1) Bring the structure up to code or begin demolition.**
- (2) Remove/cut weeds, underbrush and uncontrolled growth.**


PLEASE NOTE

- 1. Failure to correct or eliminate the above listed violations within fifteen (15) days upon receipt of this notice will result in a code enforcement hearing letter being issued to you (tenant/and or owner).**
- 2. Be advised that monetary fines in the amount of \$250.00, or more, may be imposed depending on the nature of the violation(s).**
- 3. Additional violations notices/citations, to include the associated monetary fine(s), may be issued for each day that the identified violation(s) is/are found to exist beyond the date set for compliance/correction.**
- 4. Violators may be held liable for the reasonable cost of a hearing before a Special Master, should a violator(s) be found guilty of a violation(s).**

You are hereby notified of the outstanding code violations that must be remedied by the date indicated below or future legal action will be taken to bring the property into compliance.

COMPLIANCE/CORRECTION DATE: NO LATER THAN November 2, 2012.

If there are any questions, please contact the inspector listed below.



Inspector: Richard Burkett/City Code Enforcement Inspector

Phone: 1 (850) 229-8261



2012090033 1303 McClelland Ave 9-21-12 R. Baker



April 16, 2013

RE: 1303 McClelland Ave

To Whom It May Concern:

After inspection of the stated property, it appears that the structure is not habitual at this time. If you desire to make necessary correction, please contact this office at 850-229-1093 with appropriate plans and specifications and a time line for completion. The plans must be produce by Design Professional.

Sincerely,

A handwritten signature in black ink, appearing to be "Bo Creel", with a long horizontal flourish extending to the right.

Bo Creel

Callaway Office
324 S Berthe Ave
Callaway, FL 32404
Phone - 850.874.9347
Fax - 850.871.2416

Carrabelle Office
106 S. E. Avenue B
Carrabelle, FL 32322
Phone - 850.697.2735
Fax - 850.697.2750

Mexico Beach Office
118 N. 14th St.
Mexico Beach, FL 32410
Phone - 850.648.2033
Fax - 850.648.5722

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

MEETING MINUTES

March 28, 2013

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)	Present
Boyd Pickett	Vice Chair	(BP)	Present
Aaron Farnsley	Treasurer	(AF)	Present (10:30 AM)
Linda Gant	Director	(LG)	Present
Clarence Monette	Director	(CM)	Present
Marie Todd	Director	(MT)	Present
Bo Spring	Director	(BS)	Present
John Jenkins	Director	(JJ)	Absent
Michael McKenzie	Director	(MM)	Present (10:30 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 chair at 10:06 AM.

II. Citizens to Be Heard

None.

III. Consent Agenda - The minutes of the February 21 regular meeting (BS/BP, 6-0) and February 28 special meeting (BS/CM, 6-0) were approved.

IV. Agency Operations

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

B. Governance

1. Provisional Members

Brian Hill has agreed to serve as a Provisional Director, and the board voted (BS/MT, 6-0) to confirm that appointment. GA will request the City Commissions' approval at their April 2 meeting.

2. Ethics and Exceptions

Form 3A was given to each director to be filed with the Supervisor of Elections prior to any PSJRA board member submitting a proposal via any sealed competitive bid process.

V. Grant Program Status Report

A. Grant Report – Existing Grants

1. USDA/RBEG - MLK Sidewalk Grant: The public workshop was held at the WIG on February 26, and the North Port St. Joe neighborhood requested that consideration be given to the July 4 street dance in the overall planning.
2. BP - New Banner Program: The banners should be complete within four weeks. GA will recommend to the City that banners continue to be displayed on Reid Avenue (27) and that they be added to Marina Drive (4), Dr. Joe Memorial Parking Lot (4), US-98 between First and Fifth (14), Miss Zola's Drive (3), and North Port St. Joe at the corner of MLK and Avenue C (4) (more locations to be added upon completion of sidewalk project). The grant includes \$630 to the city to install the new hardware at the added locations.
3. FDOT - Phase IV Landscape: The revised bid opening is scheduled for 3 PM on Friday, March 29, at City Hall.
4. FDEP - BayPark Master Plan: The final deliverable will be completed on April 1. Coordination with the Chamber of Commerce for Scallop Festival requirements will be included. Prior to April 10, Clay Smallwood III will conduct a peer review, which shall be included as an exhibit in the final document. The final report will be presented directly to the City Commission.
5. USDA RBEG - Deck at BJR Memorial Parking Lot: Ecoseascape was the sole bidder. With the direction of BS, the PSJRA will ensure that additional ingress/egress will link the deck to the alley and the sidewalk. Approval (BS/AF, 8-0), was conditionally given pending two additional ramps.
6. Gulf Coast Tourism Promotion - Lighthouse Relocation Documentary: The bid has been awarded to Lisa Curry and Clayton Long. Upon execution of the contract (likely next week), the team will schedule their first trip, and the schedule and preliminary script/scope will be determined.
7. Gulf Coast Tourism Promotion - BP - Historic Downtown Brochure/Map: The board voted (AR/MM, 6-0—BP and WR abstaining due to potential conflict of interest) to award the project to the low bidder, Kerigan Marketing Associates.

B. Grant Report – New Grants

1. Jessie Ball duPont - Langston Drive: A grant application for improvements to Langston Drive has been submitted to the Jessie Ball duPont Fund.
2. Gulf Coast Tourism – LH Documentary Promotion: The PSJRA submitted an application to fund the marketing and promotion of the Lighthouse Film Documentary.

C. Façade Grant Program

1. The Board voted (MM/LG, 8-0) to not award any façade grants retroactively. As the application states, "...must receive written approval before any work begins." The application also requires competitive bids for line items over \$500, another condition that may not be met in retroactive awards.

VI. Project Status Report

The board voted (BS/AF, 8-0) to prepare a bullet-point list to present at the April 2 City Commission meeting to ensure a factual baseline is established to enable the Commission to make an informed decision as to the location of the lighthouse and to outline why the PSJRA supports the general location presented on the BayPark plan. The PSJRA's goal is to ensure we are being good stewards public money and that decisions are not made (1) due to lack of information or (2) based primarily on a sense of urgency that may override the facts. GA will prepare the list, with input from BS and The Associates LLC, and will share with the board prior to the City Commission meeting for their review/revision/comment.

VII. New Business

- A. Office Relocation: The City Commission has asked the PSJRA to put the office relocation on hold pending negotiations with the County. The PSJRA has agreed to delay the move for one month and voted (BS/CM, 7-0, with BP dissenting) to offer the Chamber of Commerce two options: (1) to hold the office for us for one month without charge, or (2) the PSJRA will pay one-month's rent to hold the space.
- B. Dr. Joe Parking Lot Shade Cover: One bid has been received from Monumental Fabrication to replace the shade covers. The board has tasked GA to publish an RFP to enable other interested parties to submit bids.
- C. The next meeting will be held on Thursday, April 18, at 10 AM.

VIII. Meeting Adjournment - The meeting was adjourned at noon (BS/MM, 8-0).

Approved:


Willie Ramsey – Chair


Boyd Pickett – Vice Chair