

May 20, 2014

Regular Public Meeting
6:00 P.M.

Public

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****

6:00 p.m.

City Hall

Commission Chamber

Tuesday May 20, 2014

Call to Order

Consent Agenda

Minutes

- Regular Commission Meeting 5/6/14
- Workshop Meeting 5/13/14

Pages 1-5

Page 6

Recognition – Odyssey of the Mind Students

Public Hearing

- CDBG Grant- Public Hearing- Bruce Ballister

City Attorney

- Jetty Park Lease Agreement
- Gulf Pines Hospital- Update
- Competitive Florida Partnership- Update
- Marina Pennington Contract
- Advisory Board Application

Pages 7-9

Pages 10-21

Pages 22-23

Page 24

Old Business

- Centennial Building Roof- Update
- Trash Bid- Update

New Business

- RFP 2014-02 Ferric
- **Protecting the Bay- Dusty May**
- RFP 2014-03 Chipola Pump #2 (Handout)
- Washington Gym- Adult Sports
- Fishing Charter Captains- Comm. Thursbay

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Public Works

- Water Distribution Phase II-Update

Surface Water Plant

- Chipola Pump Station House

Waste Water Plant

- Update

City Engineer

- CDBG Water Line Replacement Grant- Update

- **USDA Sidewalk Replacement- Update**

Code Enforcement

- **Update**

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Police Department

- **Update**

PSJRA

- **May 15th Draft Minutes**
- **April 17th Approved Minutes**
- **PSJRA Additional Directors**
- **PSJRA Board Chair and Vice Chair**
- **PSJRA Office Relocation**
- **Dr. Joe Park Deck**

Pages 27-30

Pages 31-32

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, May 6, 2014, AT 6:33 P.M.

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

Due to the FDOT Community Meeting on the Gulf Coast Parkway, the Commission Meeting was scheduled and advertised to begin at 6:30 P.M.

CONSENT AGENDA

Minutes

A Motion was made by Commissioner Thursbay, second by Commissioner McCroan, to approve the Minutes of the Regular Meeting on April 15, 2014, and the April 29, 2014, Workshop. All in Favor; Motion carried 5-0.

CITY ATTORNEY – Tom Gibson

Attorney Gibson noted that Florida Statutes require a Resolution to dissolve the Port St. Joe Redevelopment Association Board (PSJRA) but when the PSJRA was created in 1990, it was done by Ordinance. An Ordinance cannot be changed by a Resolution. Mr. Gibson prepared both an Ordinance and Resolution to be in compliance with statute.

Commissioner Patterson took exception to an article published in the Star and disagreed with statements that were included in the article.

Ordinance 505 Port St. Joe Redevelopment Board Dissolution – Second Reading and Consideration of Adoption

A Motion was made by Commissioner Patterson, second by Commissioner Thursbay, to read by Title only. Voting for the Motion were Commissioners McCroan, Patterson and Thursbay. Voting against were Mayor Magidson and Commissioner Buzzett. The Motion carried 3-2.

Attorney Gibson read Ordinance 505 by Title only.

A Motion was made by Commissioner Patterson, second by Commissioner McCroan, to adopt Ordinance 505. Voting for the Motion were Commissioners McCroan, Patterson and Thursbay. Voting against were Mayor Magidson and Commissioner Buzzett. The Motion carried 3-2.

Resolution 2014-07 Port St. Joe Redevelopment Board Dissolution

A Motion was made by Commissioner Patterson, second by Commissioner Thursbay, to adopt Resolution 2014-07. Voting for the Motion were Commissioners McCroan, Patterson and Thursbay. Voting against were Mayor Magidson and Commissioner Buzzett. The Motion carried 3-2.

Commissioner Patterson asked that Willie Ramsey and Brian Hill be added to serve with the Commissioners as the PSJRA Board. Attorney Gibson stated that this would need to be researched before anything was done. The request was tabled until research can be done.

Legacy Trust Program Update

There were no updates on the program and the item will be removed from the Agenda until there is something to report.

Jetty Park Lease Agreement

Mr. Anderson noted that the rent for March and April has been received. Work is continuing on the lease agreement.

Gulf Pines Hospital Update

Attorney Gibson shared that the IRS is willing to discharge their Tax Liens upon payment of the outstanding

property taxes. There is approximately \$38,000 owed to two individuals plus the approximate \$92,000 Gulf County Tax Certificates from 2005 and 2010. The County has not asked for a Tax Deed. If the City has to pay the Tax Certificates, approximately one-third of the amount will come back to the City as our portion of the Certificate. It was noted that that the property would be divided into six lots and an individual has already expressed interest in purchasing all six lots.

A Motion was made by Commissioner Patterson, second by Commissioner Buzzett, for our Staff to negotiate with County Staff on this issue. All in Favor; Motion carried 5-0.

Competitive Florida Partnership Contract Update

Mr. Gibson noted that everything is moving along well on the project and to date, all deadlines have been met.

Port Authority

Originally it was thought that the City may have been the sponsoring entity for dredging of the channel but after researching the issue it is not clear. A Motion was made by Commissioner Buzzett, second by Commissioner Patterson, for the City to authorize the Port St. Joe Port Authority to proceed with dredging. It was noted that this does not obligate the City for anything. All in Favor; Motion carried 5-0.

CITY MANAGER'S REPORT

Old Business

Resolution 2014-02 Boat Launch Fees

The following changes were made prior to the adoption of Ordinance 2014-02. No charge for City residents, County residents will pay \$5.00 per day or may obtain a \$25 annual permit; Out of County visitors will pay \$10 per day or may obtain a \$50 annual permit. A Motion was made by Commissioner Buzzett, second by Commissioner Thursbay, to adopt Resolution 2014-02. All in Favor; Motion carried 5-0. Signs will be posted of the charges, envelopes and a receipt will be provided for the vehicle and permits may be purchased at City Hall.

Dr. Tim Nelson offered suggestions to streamline the paying process at the boat ramp and Deborah Barnes suggested putting a notification of rates in the water bills.

Centennial Building Roof Update

Mr. Anderson noted that the scuppers are being completed and will be installed soon.

Trash Bid Update

City Staff is reviewing the bids and a Workshop will be held on Tuesday, May 13, 2014, at 5:00 P.M. in the Commission Chamber to discuss the proposals.

Lighting Update for Walking Path, Langston and Cabell Drives

Bob Lyles is working on the Walking Path lights and hopes to have a recommendation soon as to what it will take to have the lights working.

The lighting is in place on Langston Drive. Commissioner Patterson shared that he is very happy this project has been completed and is sorry it has taken so long.

Work is scheduled to begin soon to place lights on Cabell Drive.

New Business

Gulf Coast Workforce Board Invoice FY 2012-2013

The Workforce Board failed to invoice the City for \$15,000 in last year's budget for the summer program. A Motion was made by Commissioner Thursbay, second by Commissioner Patterson, to approve payment of the \$15,000 since it was a budgeted item last year. All in Favor; Motion carried 5-0.

FDOT Traffic Signal Maintenance Contract

A Motion was made by Commissioner Patterson, second by Commissioner McCroan, to approve the FDOT Traffic Signal Maintenance Contract. All in Favor; Motion carried 5-0.

CDBG Grant Public Hearing Notice

Mr. Anderson shared that the First Public Hearing Notice for FY 2014 Small Cities Community Development Block Grant (CDBG) of up to \$650,000 has been advertised. A copy of the advertisement is included in this Agenda.

Duke Energy – Tree Trimming Schedule for May 6-15, 2014

Duke Energy will have tree trimmers in town next week clearing around their lines.

Summer Recreation Programs

Mr. Anderson noted that the STAC House and Washington Gym Programs will begin June 9, 2014 and the hours of operation will be from 8:00 A.M. until 5:00 P.M. The Job Announcements will be advertised in the paper this week for the STAC House. Career Source Gulf Coast (formerly Workforce Board) will be operating the Washington Site and will handle any advertisements for their program.

Stormwater Drainage – Commissioner Thursbay

Commissioner Thursbay expressed his concerns about standing water and the inability to move it off property. Mr. Anderson will get with Clay Smallwood, III, of PRI to see if there is any funding available to help with stormwater projects.

Fee Waiver Request – Healthy Start and July 4th Fundraiser

A Motion was made by Commissioner McCroan, second by Commissioner Patterson, to waive the fees for use of the Centennial Building as requested by Healthy Start and the 4th of July Committee. All in Favor; Motion carried 5-0.

Public Works

Mr. Grantland was on vacation and not at the meeting.

Water Distribution Phase II Update

Mr. Anderson shared that work on Cypress is progressing. He anticipates that repairs will be made next week to driveways on Marvin Avenue that were disturbed during the project.

Commissioner McCroan noted that the mailbox of Cletus Heaps was disturbed during the project and corrections need to be made.

Commissioner Patterson expressed his concern about new mailboxes being installed on the roadways and feels they are creating clutter. He will talk with the postal department about alternatives.

Equipment Rental – Mini Excavator

A Motion was made by Commissioner Thursbay, second by Commissioner Patterson, to use SRF Funds to rent a mini excavator for water line construction. The rental cost for three months should be approximately \$3,000.

Surface Water Plant – Larry McClamma

Sterling Carroll, P. E., with Florida Rural Water wants to start a Pilot Study on May 21, 2014, at a cost of \$2,500. The purpose of the study is to consider a pre-treatment of lime for incoming water. This process is currently used in Bay County has proven to be successful. It should improve the water quality and reduce chemical cost for Caustic and Ferric.

A Motion was made by Commissioner Buzzett, second by Commissioner Patterson, to approve the study. All in Favor; Motion carried 5-0.

Wastewater Plant – Lynn Todd

Ms. Todd asked for additional customers to volunteer for the lead and copper testing of their homes. Information has been provided on the City's Website for those willing to participate.

City Engineer – Clay Smallwood, III

CDBG Water Line and USDA Sidewalk Replacement Update

Due to the deluge of rain last week, work was held up. Crews are restarting this week, Mr. Smallwood anticipates tie in soon and testing will begin shortly. The projected should be finished in mid to late June.

Code Enforcement

Mr. Burkett's report was reviewed, no action was taken.

Police Department – Chief Barnes

Chief Barnes did not have anything to report.

Commissioner Buzzett requested that copies of the new E-Cigarette Ordinances be distributed to all vendors who sell E-Cigarettes. Chief will have his department deliver the ordinances.

Commissioner Patterson asked about the lack of presence of officers on MLK. Chief Barnes invited any of the Commissioners to ride with the Police Department as they are on MLK and in the neighbor very frequently.

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

Resolution 2014-08 FDOT Phase IV Landscaping Maintenance Contract

A Motion was made by Commissioner Thursbay, second by Commissioner McCroan, to approve Resolution 2014-08. All in Favor; Motion carried 5-0.

PSJRA Board Meeting Minutes April 17, 2014, were provided for the review of the Commissioners.

Update and Printing of Downtown Brochure RFP - No action was taken by the Commission.

Budget - A copy of the PSJRA Budget was provided for review.

Façade Grant Program – A list of funded Façade Grants was provided for review.

City Clerk – Charlotte Pierce

Mrs. Pierce noted that recently re-elected Commissioners Buzzett and McCroan will be sworn in on June 17, 2014.

The Clerk reminded the Commissioners of the Forgotten Coast Warrior Weekend to be held here May 14 – 18, 2014.

Citizens to be Heard

Qwen Lamb shared that he had gathered over six pages of signatures in support of the PSJRA. He noted that there had been a misunderstanding concerning Mayor Magidson and Commissioner Buzzett in that they were not behind the petition but did support leaving the PSJRA Board intact. He also referred to the newspaper article and Commission Patterson's challenge to the article. Mr. Lamb related that he had attempted to discuss the PSJRA issue with Commissioner Patterson and that it had been a less than desirable encounter.

Christy McElroy noted that the PSJRA issue has caused division in the community. She asked that everyone pull together and be supportive of our local businesses.

Letha Mathews thanked the Commission for the lights on Langston Drive. She also asked about City Commission Meetings being handicapped accessible. Mr. Anderson noted that the City is ADA compliant and anytime an ADA citizen wants to attend a meeting accommodations will be made for them to attend.

Eddie Fields expressed his concerns about the water rates and feels that they need to be reduced. He also inquired about the sidewalk replacement project in North Port St. Joe and the possibility of payments for Duke Energy being received at City Hall. Mayor Magidson shared that he has talked with the entity that previously received bills for Duke Energy and that it was not financially feasible for the City to be a receiver of payments for Duke Energy bills. Commissioner Patterson noted that he is talking with the City of Perry, Florida to see how they handle receiving Duke Energy bill payments.

Discussion Items by Commissioners

Commissioner Thursbay congratulated Calvin Pryor on his upcoming draft to the National Football League and noted there would be an NFL Draft Party, sponsored by several local businesses, Thursday at 6:00 P.M., at Marine Cove.

Commissioner Patterson questioned if the City was delivering loads of dirt to City residents as he had noticed a number of piles in yards within the City. Mr. Anderson stated that he is not aware of the City delivering loads of dirt to residents.

He also inquired as to whether the Bow Wow Beach Shop had been granted a Special Exception for their sign or not. Staff will research this.

Commissioner McCroan shared that the traffic light at the Intersections of US 98 (Monument Avenue) and Highway 71 (Cecil G. Costin Sr., Blvd.) is not working correctly. Staff will follow up on this.

He asked for an update of the drainage issue at the residence of Cecil Lyon, Jr. City Staff and Engineers are working on this.

Drainage continues to be an issue at the home of Ray Ramsey and Commissioner McCroan asked that Staff review this to see what the problem is.

Commissioner Buzzett requested that Financial Statements be made available for the next meeting.

Mayor Magidson displayed a plaque from the Salvation Army recognizing the Port St. Joe Volunteers who participated in the Red Kettle initiative for the Salvation Army. The plaque was for First Place for in the region for collecting the most money at a single collection point. Chief Barnes shared that the Port St. Joe Volunteers also received the same recognition for 2012.

A Motion was made by Commissioner McCroan, second by Commissioner Thursbay, to adjourn the Meeting at 8:05 P.M.

Approved this _____ day of _____ 2014.

Mel C. Magidson, Jr., Mayor

Date

Charlotte M. Pierce, City Clerk

Date

MINUTES OF THE GARBAGE / TRASH BIDS WORKSHOP FOR THE BOARD OF CITY COMMISSIONERS FOR THE CITY OF PORT ST. JOE FLORIDA, HELD IN THE COMMISSION CHAMBER AT CITY HALL, May 13, 2014, AT 5:00 P.M.

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

The purpose of the Workshop was to review proposals for consideration of Garbage / Trash Service Contracts. The current contract with Waste Pro expires in September of this year. Waste Pro and Waste Management each provided a handout of their proposed rates.

Representative from each firm answered questions concerning their proposals.

Danny Tankersley questioned if there would be an exclusive clause for roll-off dumpsters as he has started a new business and would like the opportunity to be considered as an option when dumpsters are needed. Both firms were open to the idea of not having an exclusive clause.

After discussion by the Commission, it was determined that another workshop would be held prior to awarding the contract. The Commissioners would like to have more involvement from the citizens at the next workshop.

Mayor Magidson adjourned the Workshop at 5:47 P.M.

Approved this _____ day of _____ 2014.

Mel C. Magidson, Jr., Mayor

Date

Charlotte M. Pierce, City Clerk

Date

AGREEMENT

THIS AGREEMENT ("Agreement") is made and entered into as of _____ ("Effective Date") by and between **ST. JOE RESORT OPERATIONS, LLC**, a Florida limited liability ("St. Joe") and **CITY OF PORT ST. JOE**, a municipal corporation existing under the laws of the State of Florida ("City").

WITNESSETH:

In consideration of the mutual undertakings of the parties set forth in this Agreement and of other valuable considerations, the receipt and sufficiency of which the parties hereby acknowledge, the parties hereby agree as follows:

WHEREAS, Port St. Joe Marina, operated by St. Joe, entered into that certain Port St. Joe Marina Dockage Agreement for dockage of a vessel identified as Fish N Xpress ("Vessel") with Tight Lines Good Times, LLC ("Vessel Owner") dated February 1, 2014 ("Dockage Agreement");

WHEREAS, City has made a claim for dockage fees payable under the Dockage Agreement due to the location of the Vessel on City property;

WHEREAS, St. Joe and City wish to document the terms and arrangements for the apportionment of dockage fees;

NOW THEREFORE, in consideration of the above and other good and valuable consideration, the parties agree as follows:

1. Dockage Fees. Under the Dockage Agreement, St. Joe receives from Vessel Owner dockage fees in the amount of One Thousand Two Hundred and 00/100 Dollars (\$1,200.00) per month ("Dockage Fees"). As consideration to City for the dockage location of the Vessel, St. Joe will provide a cash payment in the amount of Six Hundred and 00/100 Dollars (\$600.00) per month to City ("Cash Payment"). St. Joe will remit the Cash Payment to City by the fifteenth (15th) day of each month.

2. Term. The term of this Agreement shall be March 1, 2014 through January 31, 2015 ("Term"). If the Dockage Agreement is extended, St. Joe and City shall enter into an amendment to this Agreement to extend the Term hereof, coterminous with said Dockage Agreement. If any amendment to the Dockage Agreement includes an increase in the dockage fees City shall be entitled to 50% of the increase.

3. Maintenance and Repair. City hereby agrees that any and all construction, repair, and/or maintenance at the location of the Vessel's dockage shall be at the sole cost and expense of City. City shall indemnify and hold St. Joe harmless for any claims related to, or arising out of, the construction, repair, and/or maintenance of the docks, bulkhead, and any adjacent City property. ~~City shall have no liability for the care and protection of the Vessel. In accordance with the Dockage Agreement specifies that~~ Vessel Owner, ~~its~~ his agents and crew, are responsible for properly securing the Vessel in a manner that the docked Vessel can sustain tides and winds ~~and that~~ Vessel Owner will be liable for any damages caused to piers, docks, other vessels or any property damage caused by the Vessel due to negligence of Vessel Owner, ~~his~~ its agents and crew, in improperly securing the Vessel. Any improvements to the dockage location shall be at the expense of St. Joe or the Vessel Owner.

4. Miscellaneous.

a. This Agreement supersedes any and all agreements, either oral or written, between the parties hereto and contains all the covenants and agreements between the parties with respect to the services set forth in this Agreement. Each party to this Agreement acknowledges that no representations, inducements, promises, or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which is not embodied herein, and that no other agreement, statement, or promise not contained in this Agreement shall be valid or binding. Any modification of this Agreement will be effective only if it is in writing signed by the parties hereto or by fully executed amendment to this Agreement. No course of dealing shall be deemed to have modified or waived any provisions of this Agreement.

b. All notices between the parties shall be in writing and addressed to the parties at the addresses indicated below, or as otherwise designated in writing by the parties. All notices and other communications will be deemed effective (i) upon receipt if delivered personally, (ii) on the date properly mailed if sent certified mail, (iii) on the date properly placed with the express mail, overnight delivery service, or (iv) upon the date transmitted by facsimile or via email transmission.

If to St. Joe: The St. Joe Company
 Attention: Elizabeth Forsythe
 133 S. WaterSound Parkway
 WaterSound, FL 32413
 Email: elizabeth.forsythe@joe.com

With a copy to: The St. Joe Company
 Attention: Ken Borick
 133 S. WaterSound Parkway
 WaterSound, FL 32413
 Email: ken.borick@joe.com

If to City: City of Port St. Joe

With a copy to: _____

c. This Agreement shall be binding upon and shall inure to the benefit of the parties and their respective successors and permitted assigns.

d. This Agreement is not intended to create any rights in anyone other than the parties to this Agreement, their successors and permitted assigns.

e. Any disputes, differences, claims or counterclaims between the parties shall be submitted to the appropriate Florida State Court in the County of Gulf, Florida. This Agreement shall be governed by, and be construed in accordance with, the laws of the State of Florida without regard to principles of conflicts of law.

f. The paragraph headings used in this Agreement are for the convenience of the parties only and shall not be a part of this Agreement or used in its interpretation.

g. If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way.

h. This Agreement is not intended to create and in no way creates any type of partnership or joint venture between the parties.

i. Except as required in the normal conduct of the business of the parties hereto by law, neither party shall, without the prior written approval of the other party, during the term of this Agreement or thereafter, divulge to any third party, other than its attorneys, accountants, employees and professional advisors who are bound by confidentiality, any information concerning the contents of this Agreement.

j. Neither party may record this Agreement or any memorandum thereof.

k. This Agreement may be executed in multiple counterparts, each counterpart of which shall be deemed an original and any of which shall be deemed to be complete of itself and may be introduced into evidence or used for any purpose without the production of the other counterpart or counterparts.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the dates written below their respective names.

ST. JOE:

CITY:

ST. JOE RESORT OPERATIONS, LLC,
a Florida limited liability company

CITY OF PORT ST. JOE,
a Florida municipal corporation

By: _____
Name: _____
Title: _____

By: _____
Name: _____
Title: _____

Date: _____

Date: _____

CITY OF PORT ST JOE

List of Projects/Activities to achieve Economic Development Objectives

OBJECTIVE 1.1: Expand economic base by promoting a diversified economy that takes full advantage of the City's strategic location, natural resources, public facilities and infrastructure.

Projects/Activities	Timeframe for completion	Potential Funding Sources	Responsible Entities
<ul style="list-style-type: none"> Invite representative from Gulf County Economic Development Council to provide monthly update to City Commission on ongoing activities, inquiries received, etc. Invite representatives from the development community to meetings for economic development and marketing. Update EDC lists of sites available for commercial/industrial development utilizing results from Asset Mapping Exercise. Add other properties adjacent to the City to the list of sites. Include in the list storefronts in Reid Avenue. Question about including in the list properties not in the market. Research template of information of properties available at the Enterprise Florida, Florida Great Northwest and Opportunity Florida websites. Check FLUM designation and Zoning category of properties in the list and any other information that may be helpful to highlight the property. Provide updated list to these organizations to be placed in their websites as soon as possible. Focus on shovel ready projects that would tie back to strong ROI such as the boat ramp and pier project as well the continuation of replacement of water distribution system. Improve water quality. Short term and long term water availability is a key ingredient for a community of our size and is a high quality asset. As a result of water issues, local markets sell a high volume of bottled water. Improvements to water quality will result in increased income to the city and reduce landfill costs by eliminating water bottles. 	<p>Ongoing activity</p> <p>Ongoing activity</p> <p>June 30, 2014</p> <p>June 30, 2014</p> <p>To be determined (TBD)</p> <p>Ongoing activity</p>	<p>No additional funding required</p> <p>No additional funding required</p> <p>Competitive Florida Partnership</p> <p>Competitive Florida Partnership</p> <p>Fish and Wildlife Commission</p> <p>CDBG, State Revolving Fund, Northwest Florida Water Management District</p>	<p>City Manager</p> <p>City Manager</p> <p>EDC, City Manager, Planning Consultant</p> <p>EDC, City Manager, Planning Consultant</p> <p>City Manager</p> <p>Public Works</p>

<ul style="list-style-type: none"> • Check if water fountains are already available for public use along trails and in parks. If not, consider potential projects to make it available. 	On going activity	City funds	Public Works
<ul style="list-style-type: none"> • The City's website is the place for all assets in the community. Post list of unique assets on the City's website. Post incentives to attract new businesses on the City's website (with links). In other words, as a project/activity, the responsible party(ies)/websites could be listed and who/what specific office will maintain those pages. 	On going activity	City funds	City Manager
<ul style="list-style-type: none"> • Explore opportunity for elected officials or staff to attend North Florida Economic Development Academy in Palatka, Florida 	September 2014	Competitive Florida	City Manager
<ul style="list-style-type: none"> • Conduct Disaster Resilience Community Self Assessment (Capacity to reach and maintain an acceptable level of functioning after a disaster) 	December 2014	Competitive Florida, FDEP, DEM	City manager, Gulf County Emergency management Director, Planning Consultant
<ul style="list-style-type: none"> • Create Post Disaster Recovery Plan so that the community (government, business and residents) have a clear plan for recovery after a disaster occurs. 	December 2014	Competitive Florida, FDEP, DEM	City manager, Gulf County Emergency management Director, Planning Consultant
<ul style="list-style-type: none"> • Incorporate a regular agenda item on commission agenda to discuss economic development efforts –or hold a quarterly pre-commission meeting to specifically discuss economic development status/progress. 	Ongoing activity	No additional funding required	City manager
<ul style="list-style-type: none"> • Determine ways to capitalize on or market the fact that PSJ has been designated as a "Competitive Florida Partnership" pilot community and its sincere interest in continuing to participate in the statewide program as it develops. 	On going activity	No additional funding	City Manager, Planning Consultant
<ul style="list-style-type: none"> • Coordinate with the Florida Chamber of Commerce and begin process to revise the City's Economic Development Element to be aligned with the "Six Pillars 20 year Strategic Plan" and obtain designation as a "Six Pillars Community". 	December 2014	City funding	City Manager, City Attorney, Planning Consultant
<ul style="list-style-type: none"> • The City should be clear on what specific cluster strategies (?? Industry sectors?) it intends to pursue, and to coordinate those specific strategies with Enterprise Florida, Florida Great Northwest and Opportunity Florida so they can be out there looking for those types of potential prospects/businesses for the City. Conduct marketing study to identify identified the types of businesses that fit the needs and are desired by the community and target businesses that are most likely to locate in the community. 	December 2014	City funding	City manager, Gulf County EDC, Port Authority, Chamber of Commerce

<ul style="list-style-type: none"> Set up something in town that attracts the "open-to-new-ideas" oriented people who already live here. They need a comfortable place to network etc. Out of that we may get some start-up ideas going and then could approach local finance people for some venture capital. Support the Community Redevelopment Area efforts. Strengthen program to encourage and support existing businesses,. Prepare formal business retention and expansion study. Create active business development program to assist new businesses with their start-up issues (e.g. business plan preparation, financing, recruitment of people, management, accounting, production and marketing). Create systematic program to check on the progress of new businesses to see if they need help before they get into serious trouble. Research and provide information about financing opportunities for new business start-ups and expansions. Strengthen creditable business incubator in the community. Develop community-based leadership training program. 	<p>Ongoing effort</p> <p>Ongoing efforts</p> <p>Ongoing effort</p> <p>Ongoing effort</p> <p>June 2015</p>	<p>No additional funding</p> <p>No additional funding</p> <p>No additional funding</p> <p>No additional funding</p> <p>No additional funding</p>	<p>Chamber of Commerce</p> <p>City Commission</p> <p>City Commission, City Manager, Chamber of Commerce</p> <p>PSJRA, Career Source</p> <p>Chamber of Commerce, EDC, Career Source, Gulf County State College</p>

CITY OF PORT ST JOE

List of Projects/Activities to achieve Economic Development Objectives

OBJECTIVE 1.2: Improve transportation network facilities in order to attract new businesses, create new jobs and increase tax base.

Projects/Activities	Timeframe for completion	Potential Funding Sources	Responsible Entities
<ul style="list-style-type: none"> Set up workshop with Port Authority, City Commission, County Administrator, St Joe Company, Preble-Rish Engineering to get update on the port activities 	August 31, 2014	No additional funding required	City Manager, Port Authority, County Administrator
<ul style="list-style-type: none"> Explore recent federal appropriations bill funding transportation improvements 	Ongoing effort	No additional funding required	City Manager, Port Authority, FDOT
<ul style="list-style-type: none"> Check with Steve Norris on status of the proposed facility and the proposed alternatives. 	June 30, 2014	No additional funding	City Commission, County Administrator, Steve Norris
<ul style="list-style-type: none"> Consider PACE proposed Gateway Boulevard Corridor to connect the proposed Gateway Project Site with SR 71 and Port facilities – Comprehensive Plan amendment needed to allow proposed Gateway Project. 	To be determined	No additional funding	City Commission
<ul style="list-style-type: none"> Work on parking at Reid Avenue 	Ongoing activity	Main Street Program	PSJRA
<ul style="list-style-type: none"> Work on signage in the City's – signage for Reid street, the port and other community assets. 			

LEAVED

CITY OF PORT ST JOE

List of Projects/Activities to achieve Economic Development Objectives

OBJECTIVE 1.3: Provide quality education and responsive workforce training to support and attract new businesses.

Projects/Activities	Timeframe for completion	Potential Funding Sources	Responsible Entities
<ul style="list-style-type: none"> Support the local school district by providing opportunities for staff development for instructors. Support the local school district by providing resources (people, facilities) to promote student learning including dual enrollment activities. Continue to partner with local organizations to respond quickly to workforce needs by providing customer service/ambassador training and green guide certification training during 2014-2015. Continue to partner with the Port Authority and the county economic development staff to meet with prospective businesses to determine their training needs and to provide the desired training. Contact North Florida Manufacturing Council (NFMC) to learn about the Council's objectives and become actively involved on their programs to promote and support manufacturing businesses in the region and the community. Develop several new training programs to be offered in Gulf County. These potential new programs include culinary, law enforcement and welding. Improve opportunities for people to get new skills and get jobs. Work with the high schools to encourage students to enroll in technical programs offered by the college. GCSC annually hosts a Senior Day at the G/FC and is offering a new program "Jump Start College Success" for first time in college students this summer to encourage enrollment. 	<p>Ongoing efforts</p> <p>Ongoing efforts</p> <p>Ongoing efforts</p> <p>October 2014</p> <p>June 2015</p> <p>Ongoing activity</p>	<p>No additional funding</p> <p>No additional funding</p> <p>No additional funding</p> <p>No additional funding</p> <p>TBD</p> <p>No additional funding</p>	<p>Gulf Coast State College (GCSC)</p> <p>GCSC</p> <p>GCSC, Career Source</p> <p>Gulf County Chamber of Commerce, Economic Development Council, GCSC</p> <p>GCSC, Career Source</p> <p>GCSC</p>

<ul style="list-style-type: none"> Develop program with high school students to visit businesses in the community. GCSC and the Chamber will partner to develop an internship program. Develop program to attract residents who come back to start new businesses – Expand after school program to offer additional educational opportunities to students in North Port St Joe. Expand summer camp opportunities in North Port ST Joe. 	June 2015	TBD	GCSC, Chamber of Commerce, Career Source

CITY OF PORT ST JOE

List of Projects/Activities to achieve Economic Development Objectives

OBJECTIVE 1.6: Celebrate the history and culture of the region through educational and cultural venues to attract a new demographic of visitor and increase local jobs for local residents.

Projects/Activities	Timeframe for completion	Potential Funding Sources	Responsible Entities
<ul style="list-style-type: none">Renovate Centennial Building – Prepare detailed list of needed repairs including work on the roof, improvements to acoustics, improvements to stage facility and kitchen.	Ongoing activity	TBD	City Commission, City Manager

CITY OF PORT ST JOE

List of Projects/Activities to achieve Economic Development Objectives

OBJECTIVE 1.4: Balance economic development while maintaining the quality of life that makes the City of Port St Joe a very unique place to live.

Projects/Activities	Timeframe for completion	Potential Funding Sources	Responsible Entities
<ul style="list-style-type: none"> Continue to support events that promote tourism in the City and the County such as: Annual Florida Scallop and Music Festival, Plain Air Paint Out, First Friday's Art & Music Series, SaltAir Farmer's Market, Breeze by the Bay 5K & 10K Run, July 4th Fireworks Show over St. Joseph Bay 	Ongoing activity	Various sources, No additional City funding required	Gulf County Tourist Development Council (TDC) PSJRA
<ul style="list-style-type: none"> Continue to support infrastructure improvements and businesses that promote tourism activities. 	Ongoing activity	TBD	TDC, City Manager, Chamber of Commerce, PSJRA
<ul style="list-style-type: none"> Continue to support the TDC activities to expand reach in Southern Region, and explore emerging markets in Midwest Corridor. 	Ongoing activity	TBD	TDC
<ul style="list-style-type: none"> Consider missing and siting stations for the downtown area. 	June 2015	TBD	PSJRA
<ul style="list-style-type: none"> Coordinate with the Tourism Development Council and set up a date to conduct brand development exercise in the City 	August 2014	TBD	TDC, PSJRA, GCSC
<ul style="list-style-type: none"> Continue to grow the Co-operative Partner Program to provide opportunities to partners that: increase Visitation to Gulf County, increase Visitor Spending in Gulf County, deliver Qualified Leads to Partners, acquire Long-time, Loyal Visitors and support the Brand Ambassador Program 	Ongoing activity	No additional City funding	TDC
<ul style="list-style-type: none"> Boat ramp improvements 	Ongoing activity	Fish Wildlife Commission	City Manager, PSJRA

<ul style="list-style-type: none"> • Boardwalk – public access to waterfront. Check previous plans • Consider reactivating Waterfront Community Partnership • Research legal status of previously constructed pier – Can City get ownership of land to build new pier? • Complete trail around the City • Seek funding for "low docks" and Jetty Park improvements to support cruise ship proposal making Port St Joe and annual port-of-call • Consider "doggy park" area on the large strip of vacant land that runs between the walking trail and the canal • Promote designation of the Port St Joe marina as a "clean marina" by the Florida Department of Environmental Protection's Office of Sustainable Initiatives. • Beautify North Port St Joe. • Explore programs to provide affordable housing in the community. 	<p>October 2014</p> <p>December 2014</p> <p>October 2014</p> <p>December 2015</p> <p>Ongoing efforts</p> <p>June 2015</p> <p>June 2015</p> <p>Ongoing activity</p> <p>Ongoing activity</p>	<p>TBD</p> <p>TBD</p> <p>TBD</p> <p>TBD</p> <p>TBD</p> <p>TBD</p> <p>TBD</p> <p>USDA and other funds TBD</p> <p>PACE Foundation, SHIP program</p>	<p>City Manager, PSJRA</p> <p>City Commission, PSJRA</p> <p>City Attorney</p> <p>City Manager</p> <p>PSJRA</p> <p>City Manager</p> <p>City Manager, St Joe Company</p> <p>City Manager, Public Works</p> <p>City Commission, PACE Foundation</p>
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CITY OF PORT ST JOE

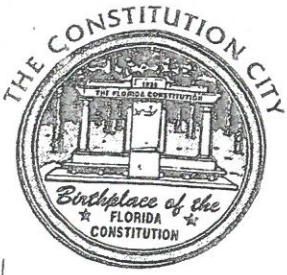
List of Projects/Activities to achieve Economic Development Objectives

OBJECTIVE 1.5: Improve coordination and communication among local, regional and state economic development organizations to foster a more collaborative business environment and promote the assets of the City as part of the larger Northwest Florida region.

Projects/Activities	Timeframe for completion	Potential Funding Sources	Responsible Entities
<ul style="list-style-type: none"> Schedule quarterly meetings – Economic Development Council, Chamber of Commerce, Opportunity Florida, City, County, local agencies, Florida Great Northwest, Port Authority. The Chamber will schedule meetings to be held at Gulf Coast State College. Include County Administrator in quarterly meetings. Use City phone messaging system to invite people to Community Workshops. Utilize Chamber of Commerce's facebook page to disseminate information and improve communication Include City Manager, Gulf Coast State College, Chamber of Commerce on activities promoting the City as a tourist destination. 	<p>Ongoing activity</p> <p>Ongoing activity</p> <p>Ongoing activity</p> <p>Ongoing activity</p> <p>On going activity</p>	<p>No additional funding required</p> <p>No additional funding required</p> <p>No additional funding required</p> <p>No additional funding required</p> <p>No additional funding required</p>	<p>City Manager, Chamber of Commerce, EDC</p> <p>City Manager, Chamber of Commerce, EDC</p> <p>City Manager</p> <p>City Manager, Chamber of Commerce</p> <p>Tourist Development Council, City Manager, Chamber of Commerce, EDC, PJSRA</p>

<ul style="list-style-type: none"> • Beautify Port Gateway • Hold Community Workshop in North Port St Joe to seek input and provide information about Projects and Activities to promote economic development in the community. 	June 2015	TBD	Port Authority, St Joe Company, City Manager
	June 2014	Competitive Florida Partnership	EDC, City Manager, Planning Consultant, PJSRA

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The City of Port St. Joe

July 8, 2013

*Look forward to another
year with the City
Marina Pennington*

Ms. Marina Gonzalez Pennington
Government & Business Affairs Consultant
3820 Shamrock West
Tallahassee, FL 32309

Re: Contract Extension

Dear Marina:

The City Commission approved extending your contract for another year on the same terms and conditions as the previous agreement with the following additions:

1. The maximum compensation under the agreement from City funds is \$20,000.00. This limit does not apply in the event that funds are available for work pursuant to our contract from non-city sources.
2. This agreement may be terminated by either party on 30 days written notice.

If this meets with your approval, I would appreciate it if you would sign the copy of this letter which I have enclosed and return it to me.

If you have any questions, please give me a call

Sincerely,

Thomas S. Gibson
City Attorney, City of Port St. Joe

TSG/pwr

MARINA PENNINGTON

2013-2014

Invoice	Inv Date	Check #	Amount
JUNE 2013	07/18/2013	40573	1,063.75 Comp Planning
JULY - AUGUST 2013	08/02/2013	40652	891.25 Comp Planning
309	09/26/2013	40847	3,000.00 DEO Grant
311	09/30/2013	40975	5,000.00 DEO Grant
313	10/29/2013	41061	5,000.00 DEO Grant
315	12/09/2013	41270	1,000.00 DEO Grant
316	01/21/2014	41575	5,000.00 DEO Grant
			20,955.00

2012-2013

293	07/31/2012	38531	1,035.00 Comp Planning
295	09/04/2012	38823	1,725.00 Comp Planning
296	09/30/2012	39000	2,127.50 Comp Planning
297	11/19/2012	39247	1,897.50 Comp Planning
298	12/27/2012	39421	2,161.75 Comp Planning
301	03/01/2013	39799	977.50 Comp Planning
304	03/28/2013	39962	488.75 Comp Planning
306	05/29/2013	40232	1,035.00 Comp Planning
307	07/18/2013	40573	1,063.75 Comp Planning
			12,511.75



City of Port St. Joe
P. O. Box 278
Port St. Joe, Florida 32456

Office of City Manager
(850) 229-8261
(FAX) (850) 227-7522

BOARD/ADVISORY COMMITTEE APPLICATION

PLEASE PRINT OR TYPE

1. Name: _____
Home Address: _____
City/Zip: _____ Phone: _____
2. Business: _____
Address: _____
City/Zip: _____ Phone: _____
E-mail: _____
3. **A BRIEF RESUME of your experience and qualifications is recommended.**
Please attach resume to your application.
4. Are you a registered voter in Gulf County? Yes ☐ No ☐ If not, where?: _____
5. Do you hold public office? Yes _____ No _____
6. Are you employed by the City? Yes _____ No _____
7. Are you a full time resident of the City? Yes _____ No _____
8. Position Applied For (example: Planning & Development Review Board) _____
9. Currently, do you serve on a City or County Board? Yes _____ No _____
10. Current Board Memberships in City of Port St. Joe or Gulf County: _____
11. Previous Board Memberships in City of Port St. Joe or Gulf County: _____
12. Have you ever been convicted of a felony? Yes ☐ No ☐

SIGNATURE: _____ DATE: _____

MEMBERS OF ANY BOARD OR ADVISORY COMMITTEE APPOINTED BY THE CITY OF PORT ST. JOE ARE SUBJECT TO FLORIDA SUNSHINE AND PUBLIC RECORDS LAWS AND MAY BE SUBJECT TO FLORIDA FINANCIAL DISCLOSURE STATUTES.

From : Kim Bodine <kbodine@r4careersourcegc.com>

Subject : Gym hours

To : janderson@psj.fl.gov

Cc : Johanna White <jwhite@r4careersourcegc.com>, Don Butler <dbutler@gulfcountry-fl.gov>

Wed, May 07, 2014 04:03 PM

6 attachments

Jim,

As you know we have been asked to open the gym on additional days so that adults can also use the gym to play basketball. We have been informed that someone in the community is willing to fund an additional 15 hours per week for our person to open the gym, however; our current insurance policy only covers youth participants who use the gym. I want to be sure that the city understands the limits of our current policy, and that the city's insurance will cover individuals using the gym while our assistant is there to open and oversee the gym during its use. We certainly want to serve the community in the best way possible, but I also want to be sure everyone understands the limits of our liability. Please let me know if the city is agreeable to extend the use of the gym utilizing their liability insurance to cover adults who are playing recreational basketball there.

Kim

Kimberly L. Bodine

Executive Director

Career Source Gulf Coast Workforce Board

kbodine@r4careersourcegc.com



5230 West U.S. Hwy 98 | Panama City, FL 32401
p: 850.913.3285 | f: 850.913.3269



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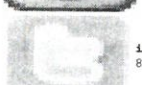


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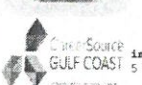


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Code Enforcement 2014 Activity
As of 5/16/14

	Open	Closed	Total	Increase
Unlawful Accumulation	10	15	25	3
Substandard Structure	2		2	
Abandoned Vehicle	3	5	8	
Unlawful Sewer				
Land regulation Violation	0	8	8	
Business Lic. Violation		1	1	
Special Master Hearings				
Building Demolition	1		1	
Waste Violation	4	41	45	3
Sign Violation		113	113	10

Total	20	Total	183	Total	203	Total	16
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MEMORANDUM

To: Jim Anderson and Charlotte Pierce
From: Gail Alsobrook, Executive Director
Date: May 15, 2014
Subject: Items for PSJ City Commission Meeting Agenda Packet

Please include the items attached herein at the 5/20 city commission meeting. Items for discussion include the following:

1. April 17 approved minutes
2. May 15 draft minutes
3. PSJRA Board recommendation for City Commission appointment of two additional Directors
4. Recommend to City Commission appoint Chair and Vice Chair for PSJRA Board
5. PSJRA Board recommendation to relocate PSJRA office to City Hall
6. Discussion on Dr. Joe Deck status and remediation

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

MEETING MINUTES

May 15, 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

Rex Buzzett	Director	(RB)	Present
Mel Magidson	Director	(MM)	Present
Phil McCroan	Director	(PM)	Present
Bo Patterson	Director	(BP)	Present
William Thursbay	Director	(WT)	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 at 10 AM.

II. Citizens to Be Heard

- A. Tim Nelson discussed the importance of considering an economic study of the City of Port St. Joe Waterfront for business development.

III. Consent Agenda

- A. The minutes of the April 17 regular meeting were approved as per signature of the former Chair (RB/BP, 5-0).

IV. Agency Operations

- A. The financial report was presented and approved without modification, and the Board authorized GA to create an RFP for accounting oversight. (BP/WT, 5-0).

V. Governance

- A. Required Documents for Directors: The Certificate of Appointment will be delivered to the City; the Sunshine video affidavits were executed and will be delivered to the City, and the preferred contact information was provided by each Director.

- B. PSJRA Meeting Time and Day: The regular meetings will be held on the third Tuesday of each month at 4:30 PM at City Hall. GA will set up a conference table in the open area just outside of the Commission Chambers to accommodate the Directors. Seating for visitors will be the existing chairs in the Commission Chambers (RB/PM, 5-0).
- C. Additional Directors: The Board authorized GA to contact the following as potential Directors to represent construction and real estate on the Board: Ben Carnes of Blackfin Construction and Kaye Haddock of Beach Properties. Should a potential candidate decline and an alternate choice be required, GA will contact Kelly Forehand/Matthew Birmingham of F&B Builders and Sheryl Bradley of Beach Realty (WT/RB, 5-0). Of the two additional Directors, which will serve two years and which will serve four years is yet to be determined.

VI. Grant Program Status Report

A. Grant Report – Existing Grants

1. USDA/RBEG - MLK Sidewalk Grant: The quarterly report has been submitted.
2. Gulf Coast Tourism Promotion - Lighthouse Relocation Documentary: The quarterly report has been submitted, and the grant deadline has been extended to September 30, 2014.
3. SaltAir Market: The Tapper Foundation has awarded \$3000 the SaltAir Market.
4. USDA-RBEG: Open-Air Discovery Center: The grant has been submitted to USDA-RBEG.
5. Florida Boating Improvement Program – Low-Dock Improvements: The committee members are securing the information required to identify a grant opportunity and submit a grant request, e.g. marketing plans and physical requirements.

B. Façade Grant Program

1. The Board approved the following grant reimbursements as all work has been completed and required documentation submitted (RB/BP, 5-0):
 - Port Cottages \$4,425.00
 - Polished Nail Boutique \$557.10
 - Gifted Gourmet \$661.50

VII. Project Status Report

- A. Open-Air Discovery Center: The Board requested the charrette with Littlejohn Engineering be scheduled for Tuesday, June 10, with a public workshop scheduled

at 5 PM at City Hall. GA will confirm the schedule with LEA and create the public notice.

- B. Gateway Banners: The Board approved GA to create an RFQ for a design concept for the Gateway Banners (WT/PM, 5-0).
- C. Landscaping on Reid Avenue: GA will meet with GCPS to determine the scope and estimated cost of minimal replanting of bare areas. GA will also confirm adequate irrigation in all areas.
- D. Downtown Brochure: The board voted (RB/BP, 5-0) to authorize GA to award the contract to the low bidder for minor revisions and reprinting of the brochure. Additional discussion related to more extensive re-design will be included in the 2015 budget process.
- E. Small Vessel Committee: GA will continue to update the Board on progress.

VIII. New Business

- A. Phase IV Landscaping: GA and the City Manager will continue to monitor the level of service provided during the maintenance period. A joint report and recommendation will be made to the City at the first meeting in June.
- B. Affordable Housing Project: The Board (MM/BP, 5-0) voted against participation of the PSJRA in this project at this time.
- C. City of Port St. Joe Economic Development Plan: The Board will rely on the City Commission to determine the involvement of the PSJRA in specific, relevant activities.
- D. Dr. Joe Park Wood Deck: A portion of the deck is closed due to broken and sagging boards. BP will assess any termite damage, and PM will provide comments as to overall condition and potential scope of work to repair. Public Works will provide an additional assessment later this week. This is considered an emergency situation and will be remediated ASAP.
- E. PSJRA Office Relocation: The Board will recommend the City Commission consider the viability of moving the PSJRA office into City Hall.

IX. Meeting Adjournment

The meeting was adjourned at 12:14 PM (RB/PM, 5-0).

Approved:

TBD

TBD

30

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

MEETING MINUTES

April 17, 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)	Absent
Aaron Farnsley	Treasurer	(AF)	Present
Patti Blaylock	Director	(PB)	Present
Linda Gant	Director	(LG)	Absent
Brian Hill	Director	(BH)	Absent
Michael McKenzie	Director	(MM)	Present
Clarence Monette	Director	(CM)	Present
Willie Ramsey	Director	(WR)	Absent
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 10:05 AM.

II. Citizens to Be Heard

III. Consent Agenda - The minutes of the April regular meeting were approved without revision (CM/MM, 5-0).

IV. Agency Operations

- A. The financial report was presented/approved without modification (BP/MM, 5-0).
- B. The board recommended documentation of expenditures at the time of turnover to the City Commission as the Agency Board. This report will be generated by GA and reviewed/signed-off by MM, AF and BP prior to submission to the city.

V. Grant Program Status Report

A. Grant Report – Existing Grants

- 1. USDA/RBEG - MLK Sidewalk Grant: The quarterly report has been submitted.
- 2. Gulf Coast Tourism Promotion - Lighthouse Relocation Documentary: The quarterly report is due prior to April 30.

3. SaltAir Market: The Tapper Foundation has awarded \$3000 the SaltAir Market.
4. USDA-RBEG: Open-Air Discovery Center: The grant has been submitted to USDA-RBEG.
5. Florida Boating Improvement Program – Low-Dock Improvements: A new grant must be identified. The committee members are securing the information required to submit an application, e.g. marketing plans and physical requirements.

B. Façade Grant Program

1. Port Cottages: The board voted (MM/CM, 5-0) to approve the addition of lighting for signs and landscaping to be included as an addendum to the existing grant request. At least two competitive bids must be submitted.

VI. Project Status Report

- A. Open-Air Discovery Center: The contract with Littlejohn Engineering has been sent and received. The schedule will be determined by the new agency board.
- B. Dr. Joe Park: The board voted to accept the change of color of the sails and to approve the final invoice of Monumental Fabrication.
- C. Gateway Banners: Concept designs for the Gateway Banners have not been received to date.
- D. Landscaping on Reid Avenue: The board voted (AF/CM, 5-0) to approve GA meeting with GCPS to (1) confirm the irrigation is working and (2) detail a plan/costs to add new plant material to the bare bump-outs.
- E. Downtown Brochure: The board voted (AF/PB, 5-0) to move forward with the revision (to update business names) and reprint of the Downtown Brochure. GA will request quotes from local vendors.

VII. New Business

- A. Phase IV Landscaping: Public Works has completed the remediation of the storm damage and will be paid as per the agreed-upon amount of \$1000 at the April board meeting.
- B. The board discussed the possibility of sitting on an Advisory Board when and if the City Commission becomes the PSJRA Board. Those present unanimously declined participation on such Advisory Board.

VIII. Meeting Adjournment

The meeting was adjourned at 11:05 (CM/PB, 5-0).

Approved:

