

December 16, 2014

**Regular Public Meeting
6:00 P.M.**

**Commission Chamber
City Hall
Port St. Joe, Florida**



City of Port St. Joe

Mel Magidson, Mayor-Commissioner
William Thursbay, Commissioner, Group I
Bo Patterson, Commissioner, Group II
Phil McCroan, Commissioner, Group III
Rex Buzzett, Commissioner, Group IV

[All persons are invited to attend these meetings. Any person who decides to appeal any decision made by the Commission with respect to any matter considered at said meeting will need a record of the proceedings, and for such purpose may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. The Board of City Commission of the City of Port St. Joe, Florida will not provide a verbatim record of this meeting.]

BOARD OF CITY COMMISSION

Regular Public Meeting

6:00 p.m.

City Hall

Commission Chamber

Tuesday December 16, 2014

Call to Order

Consent Agenda

Proclamations

- Football Team
- St. Joe Hero- Tony Clemmons

Minutes

- Regular Commission Meeting 12/2/14
- Workshop Commission meeting 12/2/14

Pages 1-4

Page 5

City Attorney

- Gulf Pines Hospital- Update
- Port Authority Update
- Shipyard Cove, LLC Lawsuit

Old Business

- Gulf Aire Sewer Proposal
- Christmas on the Coast- Update
- Hwy 98 Golf Cart Crossing- Update
- Benny Roberts Park FRDAP Grant- Update
- Legislative Budget Request
- Ave D Sidewalks- Comm. Thursbay
- Impact Fees- Discussion

New Business

- Building Rentals for Funerals
- Fee Waiver Request
 - Farica Gant
- Police Chief Position
- PACES Foundation Request
- New Years Eve Fireworks
- CIP Plan Update

Pages 6-7

Pages 8-12

Pages 13-20

Pages 21-23

Public Works

- Water Distribution Phase II-Update

Surface Water Plant

- Update

Waste Water Plant

- Update

City Engineer

- Update

Code Enforcement

- Update

Page 24

Police Department

- Update

PSJRA

- October 21, 2014 Minutes
- November 18, 2014 Minutes

Pages 25-27

Pages 28-30

City Clerk

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, December 2, 2014, AT 6:00 P.M.

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

CONSENT AGENDA

Minutes

A Motion was made by Commissioner Patterson, second by Commissioner Thursbay, to approve the Minutes of the Regular Meeting on November 18, 2014. All in Favor; Motion carried 4-0.

CITY ATTORNEY – Tom Gibson

Gulf Pines Hospital

Mr. Gibson did not have anything to update. Mr. Anderson shared that the bid had been awarded and was accepted by D. H. Griffin Wrecking and they are working on the contract.

Patton Park – Small Scale Plan Amendment Update

Per Mr. Gibson, everything is moving forward on the project.

Port Authority Update

Attorney Gibson stated that nothing has changed, there is a high level of confidence in the permitting being granted and the soil disposal berms on the canal will be approximately 28' tall.

CITY MANAGER'S REPORT

Old Business

Gulf Aire Sewer Proposal

Ralph Roberson is still reviewing the proposal and will have a recommendation before the next meeting.

Christmas on the Coast

Mayor Magidson shared that Jennifer Jenkins of the Gulf County TDC has pledged \$500 to the City for Christmas on the Coast on a reimbursement basis.

Competitive Florida DEO Year 2 Funding Options

A Workshop was held at 5:00 P.M., today to discuss the potential projects for the year. A Motion was made by Commissioner Patterson, second by Commissioner McCroan, to approve the PACES Foundation, Inc., proposed Boulevard Corridor as the project for the \$40,000 DEO Planning and / or Engineering Funding. All in Favor; Motion carried 4-0.

Highway 98 Golf Cart Crossing – Update

FL DOT has notified Mr. Anderson that a twelve month crash history from installation and an updated intersection traffic count will be required for the existing Golf Cart Crossing. This report must be signed and sealed by a Registered Florida Professional Engineer. Preble Rish will charge \$800 for the report and seal.

It was also noted in the FL DOT correspondence that any future crossings will require a study and must follow FL DOT regulations.

New Business

Lease Agreement – St. Joe Group, LLC

Mr. Koran has not gotten back with Mr. Anderson on this.

Budget Request – Senator Bill Montford

Mr. Anderson has spoken with Mr. Butler and the County will probably be pursuing funding for Beacon Hill Sewer. Mr. Butler will speak with the Gulf County Commissioners to see if they will consider joining the City in a request for sewer funding for the Cape San Blas area as well to get citizens off of septic tanks and lessen the environmental threats to St. Joseph Bay.

Builders continue to contact the City to see if an “in lieu of tap fee” can be worked out for the Cape San Blas area for long distant lines for sewer on side streets. Mr. Anderson shared that the lines would be of such size that additional homes could be added to the main which in turn would add new customers to the system.

Highway 98 Phase IV Landscaping Contract

A Motion was made by Commissioner Thursbay, second by Commissioner McCroan, to roll the Phase IV Landscaping Contract in with the current contract with Coastal Landscape. There is a \$550 per month charge for the service with the City paying 75% of the cost and the PSJRA paying the remaining 25%. All in Favor; Motion carried 4-0.

Gail Alsobrook shared that Leake Landscaping will be replacing the dead trees in the project area.

Troy University Spirit Partnership

A Motion was made by Commissioner Thursbay, second by Commissioner McCroan, for the City to participate in the partnership. All in Favor; Motion carried 4-0. No monetary contributions will be involved, representative of Troy University will be allowed to talk with City employees during Open Enrollment and flyers may be distributed periodically.

Fire Hydrant Art Class Project Update

Mr. Anderson shared that this is an ongoing project and the work has not been completed.

Pressure Washing of Reid Avenue Sidewalks – Commissioner Patterson

A Motion was made by Commissioner Patterson, second by Commissioner McCroan, to advertise for the pressure washing of Reid Avenue using scrubbers and including the curb area where wands may be used. All in Favor; Motion carried 4-0. A request was made that traffic to businesses that are open at night not be impacted.

Public Works – John Grantland

Water Distribution Phase II Update

Interconnections are being made, Highland View will be tied in tomorrow and the work on Kenney's Mill Road will follow shortly. There is a section left to be completed in the Bridgeport area. All work is progressing well and completion is anticipated very soon.

Surface Water Plant – Larry McClamma

Chipola Pump Station Update

Mr. McClamma announced that the City passed the State Quarterly Disinfectant Bi-products test and all numbers were very good. He congratulated Travis Burge for passing the state Class B Water License test.

Mr. Anderson congratulated Lynn Todd as well on passing her state Class C Wastewater License test.

The Northwest Florida Water Management District has provided \$30,870 to complete the pump motor replacement and rehab of pump number two. A Motion was made by Commissioner Thursbay, second by Commissioner Patterson, to approve the grant contract with Northwest Florida Water Management District in the amount of \$30,870. All in Favor; Motion carried 4-0.

Wastewater Plant – Lynn Todd

Ms. Todd noted that spraying is being done this week to reduce the level of the pond which increased because of the rain. The algae is dying off which has eliminated the odor problem.

City Engineer – Clay Smallwood, III

Mr. Smallwood shared that the North Port St. Joe Water Systems Improvements (CDBG / USDA) project has been completed. He is currently gathering documents for Bruce Ballister of the ARPC to determine the feasibility of Phase II.

Code Enforcement

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

Special Master Final Order

Mr. Gibson noted that this is an involuntary demolition as the owner of the property is deceased. Mr. Gibson and Mr. Anderson are reviewing the file and Mr. Burkett is working on voluntary approval. Fines currently total \$38,000 and are continuing to accumulate.

Notification was received from the Florida League of Cities attorney representing the City that Teresa Nelson has agreed to settle her claim for \$32,500. Mr. Gibson noted that this is an unusual situation as two insurance companies are involved in the suit and the City is not responsible for the deductible. A Motion was made by Commissioner Patterson, second by Commissioner McCroan, to approve the settlement. All in Favor; Motion carried 4-0.

Police Department – Sergeant Garner

Sgt. Garner shared that accidents in the City are on the increase and he encouraged all drivers to slow down, take their time and concentrate on their driving.

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

Ms. Alsobrook inquired as to where the dead palm trees should be taken and she was advised that the Five Points Land Fill would be the location to receive them.

Pepper's Mexican Grill has stated that the bicycle rack in front of their business does not belong to them and they have no objections to it being moved. Ms. Alsobrook will have the rack removed.

Ms. Alsobrook noted that a pink box has been left on Reid Avenue and Oyster Radio will be picking it up.

City Clerk – Charlotte Pierce

Mrs. Pierce did not have anything to report.

Citizens to be Heard

No one wished to address the Commission.

Discussion Items by Commissioners

Commissioner Thursbay expressed his appreciation for the thoughts and prayers for his recent surgery and noted that all went well. He also wished the Sharks good luck in the bid for a state championship and safe travels for everyone attending the game.

Commissioner Patterson had received a call about the possibility of a leak at the Holly Hill Mausoleum and questioned if flowers are allowed there. Mr. Grantland will follow up on the leak issue.

He noted that the Intersections along Highway 71 have not been completed and asked that the contractor make arrangements to improve the areas.

Today Commissioner Patterson measured the banners on Reid Avenue and does not feel that they are at the correct heights. He asked if something could be put on the ends of the lower rod to prevent an injury should someone walk into them. The Banners do not extend over the sidewalks but over the landscaped areas.

The Handicapped Parking spaces are not marked with a sign and he feels that this should be done so that people parking there without authorization could be ticketed.

Commissioner McCroan welcomed Commissioner Thursbay back, wished the Sharks well and asked about repairs for the tire holes / dimples on Reid Avenue. Consensus was the paving was a very poor job and the only repairs would be asphalt patches.

Mayor Magidson shared that Tony Clemons had rescued residents from a burning home recently and he would like to see him recognized for his heroic endeavors.

In an ongoing rivalry with Mrs. Ann White, Mayor Magidson emphatically stated "Roll Tide!"

A Motion was made by Commissioner McCroan, second by Commissioner Thursbay, to adjourn the Meeting at 6:42 P.M.

Approved this _____ day of _____ 2014.

Mel C. Magidson, Jr., Mayor

Date

Charlotte M. Pierce, City Clerk

Date

**MINUTES OF THE WORKSHOP FOR THE BOARD OF CITY COMMISSIONERS
FOR THE CITY OF PORT ST. JOE FLORIDA, HELD IN THE COMMISSION
CHAMBER AT CITY HALL, December 2, 2014, AT 5:00 P.M.**

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

The purpose of the Workshop was to discuss the Competitive Florida DEO Year Two Funding Options.

A handout, *Port St. Joe Potential 2nd Year Projects*, was provided for the Commissioners.

After discussion, it was consensus that the PACES Foundation, Inc., proposed Gateway Boulevard Corridor to connect the proposed Gateway Project Site with SR 71 and Port Facilities would be the best project.

A Motion was made by Commissioner Patterson, second by Commissioner Thursbay, to adjourn the Workshop at 5:05 P.M.

Approved this _____ day of _____ 2014.

Mel C. Magidson, Jr., Mayor

Date

Charlotte M. Pierce, City Clerk

Date

RESOLUTION NO 2014-10

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

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

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

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

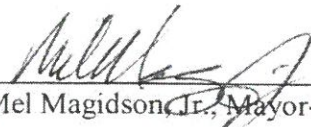
WHEREAS, it is in the best interest of the City Commission and the people of the City of Port St. Joe to adopt a schedule of fees, charges and expenses;

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

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

THIS RESOLUTION ADOPTED this 15th day of July, 2014.

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

BY: 
Mel Magidson, Jr., Mayor-Commissioner

Attest: 
Charlotte M. Pierce, Auditor/Clerk

Exhibit A: Recreation Programs and Facility Fee Schedule Updated 7/15/2014

CITY OF PORT ST JOE

RECREATION USER FEES

Program Location/Area	Activity	User Fee 5/6/2014
<u>Facility Fees:</u>		
Public Building Rental (Commercial) Rental time from 12:00 noon day before to 12:00 noon day after event.	Facility Rental (Individuals, Corporations or Businesses)	\$300.00 Security Deposit and \$700.00 (+ tax) per day user fee, Seasonal \$50 (+ tax) per day utility fee, May-September
Public Building Rental (Non-Commercial) Rental time from 12:00 noon day before to 12:00 noon day after event.	Facility Rental (Individuals and Groups)	\$300.00 Security Deposit and \$400.00 (+ tax) per day user fee, Seasonal \$50 (+ tax) per day utility fee, May-September
Public Building Rental (Civic/Non Profit) Rental time from 12:00 noon day before to 12:00 noon day after event.	Facility Rental	\$100.00 (+ tax) per day user fee, Seasonal \$50 (+ tax) per day utility fee, May-September
STAC House Building Rental (Non-Commercial)	Facility Rental (Birthday Parties)	\$100.00 per 3hr session,
Event Park Rental	Park Rental	\$1,000 per event,
Pavilion Rental	Pavilion Rental	No Fee-First Come-First Serve
Frank Pate Park	Boat Launch Fee	City Resident- No Fee County Resident- No Fee Out of County- \$10 Per Day Out of County Annual Pass- \$50
<u>Administrative Fees:</u>		
Code Enforcement	Special Pick Up Admin. Fee	\$25.00 per pick up,
Administrative	Lien Search Fee	\$25.00 per search,
Waste Water (In City)	Dumping Fee	\$50.00 per 1,000 gallons, truck capacity
Waste Water (Out of City)	Dumping Fee	\$65.00 per 1,000 gallons, truck capacity

12/16/14

To our City Commissioners;

My name is Farica Gant & I am the Sponsor and officer of a non-profit organization called Dance Kraze, "All Charmed Up," Inc. We are having a dance Camp on December 15-19, 2014 and a Dance fundraiser on December 25, 2014. We are asking for the use of the W.I.G. building on those days as well as a waived fee for our organization. We are a dance team for ages 5-17 years of age in which we provide training and leadership skills in different styles of dance and performing art forms.

Sincerely,

Farica Gant

Farica Gant

Choreographer
Sponsor &
Officer of
Dance Kraze "ACU" Inc.

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

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

Dance Kraze, "ACU", IncADDRESS: 1012 Avenue A.Port St. Joe
CITYFL
STATE32456
ZIPTELEPHONE: 850 630-0065 DATE(S) REQUESTED December 25, 2014TYPE OF ACTIVITY Youth Dance - FundraiserRENTAL FEE AMOUNT: Waive due to non-profit organization

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 WIG 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. Not bring on the premises, keep, possess, or use any alcoholic beverages or gambling devices of any kind.
- E. 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.

- F. City may inspect the facility before and after the dates of the activities described herein using the forms attached hereto as Exhibit "B". User shall be responsible for any and all damage identified pursuant to said inspections.

3. **Payment of Charges:**

- A. All payments must be made by check or money order payable to the City of Port St. Joe.
- B. All payments will be delivered to the City as of the date of the execution of this Agreement.
- D. Attached hereto as Exhibit "A" is the fee schedule for use of these City facilities.

4. **The Following Regulations shall be followed:**

- A. Activities will not be permitted between 12:00 a.m. (midnight) and 6:00 a.m. without prior permission from the Commission.
- B. The City equipment will not be taken from the premises under any conditions and in the event any equipment is found missing, User is responsible for its replacement cost.
- C. A separate permit is required for possession, consumption and sale of alcoholic beverages on City owned property in accordance with Ordinance 464.

5. **Deposit Guidelines**

- Deposits will be cashed immediately and a refund check will be issued once the following items have been addressed after the rental date(s).

- All lights were turned off after the event
- All AC/Heating units were turned off after the event
- All trash and decorations have been removed after the event
- The premises have been secured after the event
- No damage to the property

6. **Acknowledgment:**

- A. This agreement will not be binding upon the City until occupied and approved by the City Commissioners.
- B. It is understood that the City, as used herein, shall include the employees, administrators, agents, and City Commissioners.
- C. I (person requesting permit) Farica Grant, a citizen of the State of Florida and of the United States of America, do hereby solemnly swear or affirm that I am not a member of an organization or party which believes in or teaches, directly or indirectly, the overthrow of the Government of the United States or of Florida by force or violence. Furthermore, the organization that I represent subscribes to the above statements of loyalty.

FOR CITY OF PORT ST. JOE:

Approving Authority
Date: _____

FOR USER:

Farica Grant
Signature
Dance Craze, "ACU," Inc.
Title

Sponsor/Officer
Organization

Date: 12/10/14

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

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

Dance Kraze "ACU" Inc / Farica GantADDRESS: 1012 Avenue A.Port St Joe

CITY

FL

STATE

32456

ZIP

TELEPHONE 850 630-0065 DATE(S) REQUESTED December 15-19, 2014TYPE OF ACTIVITY Dance Camp - YouthRENTAL FEE AMOUNT: Please waive due to non-profit organization

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 WIG 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. Not bring on the premises, keep, possess, or use any alcoholic beverages or gambling devices of any kind.
- E. 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.

- F. City may inspect the facility before and after the dates of the activities described herein using the forms attached hereto as Exhibit "B". User shall be responsible for any and all damage identified pursuant to said inspections.

3. **Payment of Charges:**

- A. All payments must be made by check or money order payable to the City of Port St. Joe.
- B. All payments will be delivered to the City as of the date of the execution of this Agreement.
- D. Attached hereto as Exhibit "A" is the fee schedule for use of these City facilities.

4. **The Following Regulations shall be followed:**

- A. Activities will not be permitted between 12:00 a.m. (midnight) and 6:00 a.m. without prior permission from the Commission.
- B. The City equipment will not be taken from the premises under any conditions and in the event any equipment is found missing, User is responsible for its replacement cost.
- C. A separate permit is required for possession, consumption and sale of alcoholic beverages on City owned property in accordance with Ordinance 464.

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 1. All lights were turned off after the event
 2. All AC/Heating units were turned off after the event
 3. All trash and decorations have been removed after the event
 4. The premises have been secured after the event
 5. No damage to the property

6. **Acknowledgment:**

- A. This agreement will not be binding upon the City until occupied and approved by the City Commissioners.
- B. It is understood that the City, as used herein, shall include the employees, administrators, agents, and City Commissioners.
- C. I (person requesting permit) Farica Grant, a citizen of the State of Florida and of the United States of America, do hereby solemnly swear or affirm that I am not a member of an organization or party which believes in or teaches, directly or indirectly, the overthrow of the Government of the United States or of Florida by force or violence. Furthermore, the organization that I represent subscribes to the above statements of loyalty.

FOR CITY OF PORT ST. JOE:

Approving Authority

Date: _____

FOR USER:

Farica Grant
Signature
Sponsor/Officer
Title

Dance Craze "ACU," Inc.
Organization

Date: 12/10/14

Zimbra**janderson@psj.fl.gov**

Gateway Manor - 2014 Application

From : Rick Haymond
<rickhaymond@gmail.com>

Fri, Dec 05, 2014 11:55 AM

 7 attachments

Subject : Gateway Manor - 2014
Application

To : janderson@psj.fl.gov

Cc : Renee Sandell
<Renee@pacesfoundation.org>

Jim,

As we discussed in our last phone conversation, we are working on a Florida Housing Finance Corporation application for tax credits. We plan to add a 40 unit affordable apartment development for seniors adjacent to the Gateway Townhomes site. The senior apartment will be called "Gateway Manor". The application submission date is January 22, 2015. In that regard, we need the city's support similar to what has been provided on the two previous applications. Here is what we need:

1. Commitment to waive fees in an amount not less than \$2,500.00 to show local government support for the development.
2. Verification of the Status of Site Plan Approval for Multifamily Developments.
3. Verification that the development is consistent with zoning and land use regulations.
4. Verification of availability sewer capacity for the development.
5. Verification of availability and access to public water.
6. Verification that public roads serve the development.

The certification forms for this application are attached. If we could get the completed forms back by the end of the month it would be

great. For your reference, I have also attached a copy of the documents you provided us when we applied for tax credits last year. As always, thanks for your help. Please let me know if I can provide any additional information or have any questions, etc.

--

Rick Haymond
706-464-2649
rickhaymond@gmail.com

 **Local Government Verification of Contribution – Fee Waiver Form.pdf**
49 KB

 **Local Government Verification of Status of Site Plan Approval for Multifamily Developments.pdf**
546 KB

 **Local Government Verification that Development is Consistent with Zoning and Land Use Regulations.pdf**
530 KB

 **Verification of Availability of Infrastructure - Roads.pdf**
528 KB

 **Verification of Availability of Infrastructure – Sewer Capacity, Package Treatment, or Septic Tank.pdf**
528 KB

 **Verification of Availability of Infrastructure – Water.pdf**
528 KB

 **Ecopypstairs-QuickConnect-10102013-090622.pdf**
2 MB

LOCAL GOVERNMENT VERIFICATION OF CONTRIBUTION - FEE WAIVER FORM

Name of Development: Gateway Manor

Development Location: Harbor Street and Clifford Sims Road, Port St. Joe, Gulf County

(At a minimum, provide the address number, street name and city, and/or provide the street name, closest designated intersection and either the city (if located within a city) or county (if located in the unincorporated area of the county). If the Development consists of Scattered Sites, the Development Location stated above must reflect the Scattered Site where the Development Location Point is located.)

On or before the Application Deadline, the City/County of Port St Joe, FL, pursuant to
(Name of City or County)

_____ , waived the following fees: _____
(Reference Official Action, cite Ordinance or Resolution Number and Date)

Amount of Fee Waiver: \$ 2,500.00

No consideration or promise of consideration has been given with respect to the fee waiver. For purposes of the foregoing, the promise of providing affordable housing does not constitute consideration. This fee waiver is effective as of the Application Deadline referenced above, and is provided specifically with respect to the proposed Development.

CERTIFICATION

I certify that the foregoing information is true and correct and that this commitment is effective at least through the date required in the applicable RFA.

Signature

Print or Type Name

Print or Type Title

NOTE TO LOCAL GOVERNMENT OFFICIAL: Waivers that are not specifically made for the benefit of this Development but are instead of general benefit to the area in which the Development is located will NOT qualify as a contribution to the Development. Further, the fact that no impact fees or other fees are levied by a local jurisdiction for ANY type of development DOES NOT constitute a "Local Government Contribution" to the proposed Development. Similarly, if such fees ARE levied by the local jurisdiction but the nature of the proposed Development exempts it (e.g., typically, a Rehabilitation Development is not subject to impact fees), for purposes of this form, no "Local Government Contribution" exists and no points will be awarded.

This certification must be signed by the chief appointed official (staff) responsible for such approvals, Mayor, City Manager, County Manager/Administrator/Coordinator, Chairperson of the City Council/Commission or Chairperson of the Board of County Commissioners. Other signatories are not acceptable. The Applicant will not receive credit for this contribution if the certification is improperly signed. To be considered for points, the amount of the contribution stated on this form must be a precise dollar amount and cannot include words such as estimated, up to, maximum of, not to exceed, etc.

If the Application is not eligible for automatic points, this contribution will not be considered if the certification contains corrections or 'white-out' or if the certification is altered or retyped. The certification may be photocopied.

Please note: This form may be modified by Florida Housing Finance Corporation per Section 67-60.005, F.A.C.

(Form Rev. 01-14)

RFA 2014-114

**FLORIDA HOUSING FINANCE CORPORATION
LOCAL GOVERNMENT VERIFICATION OF STATUS
OF SITE PLAN APPROVAL FOR MULTIFAMILY DEVELOPMENTS**

FHFC Application Reference: RFA 2014-114 Medium and Small Counties

Indicate the name of the application process under which the proposed Development is applying/has applied for funding from the Corporation such as the Request for Proposal/Application number and/or the name of the Request for Proposal/Application.

Name of Development: Gateway Manor

Development Location: Harbor Street and Clifford Sims Road, Port St. Joe, Gulf County

At a minimum, provide the address number, street name and city and/or provide the street name, closest designated intersection and either the city (if located within a city) or county (if located in the unincorporated area of the county).

Zoning Designation: _____

Mark the applicable statement:

1. ☐ The above-referenced Development is (a) new construction, or (b) rehabilitation with new construction, or (c) rehabilitation, without new construction, that requires additional site plan approval or similar process. The final site plan, in the zoning designation stated above, was approved on or before the submission deadline for the above referenced FHFC Request for Proposal/Application by action of the appropriate City/County legally authorized body; e.g. council, commission, board, department, division, etc., responsible for such approval process.

2. ☐ The above-referenced Development is (a) new construction, or (b) rehabilitation with new construction, or (c) rehabilitation, without new construction, that requires additional site plan approval or similar process, and (i) this jurisdiction provides either preliminary site plan approval or conceptual site plan approval which has been issued, or (ii) site plan approval is required for the new construction work and/or the rehabilitation work; however, this jurisdiction provides neither preliminary site plan approval nor conceptual site plan approval, nor is any other similar process provided prior to issuing final site plan approval. Although there is no preliminary or conceptual site plan approval process and the final site plan approval has not yet been issued, the site plan, in the zoning designation stated above, has been reviewed.

The necessary approval and/or review was performed on or before the submission deadline for the above referenced FHFC Request for Proposal/Application by the appropriate City/County legally authorized body; e.g. council, commission, board, department, division, etc., responsible for such approval process.

3. ☐ The above-referenced Development, in the zoning designation stated above, is rehabilitation without any new construction and does not require additional site plan approval or similar process.

CERTIFICATION

I certify that the City/County of _____ has vested in me the authority to verify status of site plan
(Name of City or County)
Approval as specified above and I further certify that the information stated above is true and correct.

Signature

Print or Type Name

Print or Type Title

This certification must be signed by the applicable City's or County's Director of Planning and Zoning, chief appointed official (staff) responsible for determination of issues related to site plan approval, City Manager, or County Manager/Administrator/Coordinator. Signatures from local elected officials are not acceptable, nor are other signatories. If this certification is applicable to this Development and it is inappropriately signed, the certification will not be accepted.

**FLORIDA HOUSING FINANCE CORPORATION
LOCAL GOVERNMENT VERIFICATION THAT DEVELOPMENT IS CONSISTENT WITH ZONING
AND LAND USE REGULATIONS**

FHFC Application Reference: RFA 2014-114 Medium and Small Counties

Indicate the name of the application process under which the proposed Development is applying/has applied for funding from the Corporation such as the Request for Proposal/Application number and/or the name of the Request for Proposal/Application.

Name of Development: Gateway Manor

Development Location: Harbor Street and Clifford Sims Road, Port St. Joe, Gulf County

(At a minimum, provide the address number, street name and city, and/or provide the street name, closest designated intersection and either the city (if located within a city) or county (if located in the unincorporated area of the county).

The undersigned service provider confirms that on or before the submission deadline for the above referenced FHFC Request for Proposal/Application:

- (1) The zoning designation for the above referenced Development location is _____; and
- (2) The proposed number of units and intended use are consistent with current land use regulations and the referenced zoning designation or, if the Development consists of rehabilitation, the intended use is allowed as a legally non-conforming use. To the best of my knowledge, there are no additional land use regulation hearings or approvals required to obtain the zoning classification or density described herein. Assuming compliance with the applicable land use regulations, there are no known conditions which would preclude construction or rehabilitation (as the case may be) of the referenced Development on the proposed site.

CERTIFICATION

I certify that the City/County of DeFuniak Springs has vested in me the authority to verify
(Name of City/County)

consistency with local land use regulations and the zoning designation specified above or, if the Development consists of rehabilitation, the intended use is allowed as a "legally non-conforming use" and I further certify that the foregoing information is true and correct. In addition, if the proposed Development site is in the Florida Keys Area as defined in Rule Chapter 67-48, F.A.C., I further certify that the Applicant has obtained the necessary Rate of Growth Ordinance (ROGO) allocations from the Local Government.

Signature

Print or Type Name

Print or Type Title

This certification must be signed by the applicable City's or County's Director of Planning and Zoning, chief appointed official (staff) responsible for determination of issues related to comprehensive planning and zoning, City Manager, or County Manager/Administrator/Coordinator. Signatures from local elected officials are not acceptable, nor are other signatories. If the certification is applicable to this Development and it is inappropriately signed, the certification will not be accepted.

**FLORIDA HOUSING FINANCE CORPORATION
VERIFICATION OF AVAILABILITY OF INFRASTRUCTURE - ROADS**

FHFC Application Reference: RFA 2014-114 Medium and Small Counties

Indicate the name of the application process under which the proposed Development is applying/has applied for funding from the Corporation such as the Request for Proposal/Application number and/or the name of the Request for Proposal/Application.

Name of Development: Gateway Manor

Development Location: Harbor Street and Clifford Sims Road, Port St. Joe, Gulf County

At a minimum, provide the address number, street name and city and/or provide the street name, closest designated intersection and either the city (if located within a city) or county (if located in the unincorporated area of the county).

The undersigned service provider confirms that on or before the submission deadline for the above referenced FHFC Request for Proposal/Application:

1. Existing paved roads provide access to the proposed Development or paved roads will be constructed as part of the proposed Development.
2. There are no impediments to the proposed Development using the roads other than payment of impact fees or providing curb cuts, turn lanes, signalization, or securing required final approvals and permits for the proposed Development.
3. The execution of this verification is not a granting of traffic concurrency approval for the proposed Development.

CERTIFICATION

I certify that the foregoing information is true and correct.

Signature

Name of Entity Providing Service

Print or Type Name

Address (street address, city, state)

Print or Type Title

Telephone Number (including area code)

This certification may not be signed by the Applicant, by any related parties of the Applicant, or by any Principals or Financial Beneficiaries of the Applicant. In addition, signatures from local elected officials are not acceptable. If the certification is applicable to this Development and it is inappropriately signed, the certification will not be accepted.

**FLORIDA HOUSING FINANCE CORPORATION
VERIFICATION OF AVAILABILITY OF INFRASTRUCTURE - SEWER CAPACITY,
PACKAGE TREATMENT, OR SEPTIC TANK**

FHFC Application Reference: RFA 2014-114 Medium and Small Counties

Indicate the name of the application process under which the proposed Development is applying/has applied for funding from the Corporation such as the Request for Proposal/Application number and/or the name of the Request for Proposal/Application.

Name of Development: Gateway Manor

Development Location: Harbor Street and Clifford Sims Road, Port St. Joe, Gulf County

At a minimum, provide the address number, street name and city and/or provide the street name, closest designated intersection and either the city (if located within a city) or county (if located in the unincorporated area of the county).

The undersigned service provider confirms that on or before the submission deadline for the above referenced FHFC Request for Proposal/Application:

1. Sewer Capacity, Package Treatment, or Septic Tank is available to the proposed Development, subject to item 2 below.
2. To access such waste treatment service, the Applicant may be required to pay hook-up, installation and other customary fees, comply with other routine administrative procedures, and install or construct line extensions and other equipment, including but not limited to pumping stations, in connection with the construction of the Development.

CERTIFICATION

I certify that the foregoing information is true and correct.

Signature

Name of Entity Providing Service

Print or Type Name

Address (street address, city, state)

Print or Type Title

Telephone Number (including area code)

This certification may not be signed by the Applicant, by any related parties of the Applicant, or by any Principals or Financial Beneficiaries of the Applicant. In addition, signatures from local elected officials are not acceptable. If the certification is applicable to this Development and it is inappropriately signed, the certification will not be accepted.

**FLORIDA HOUSING FINANCE CORPORATION
VERIFICATION OF AVAILABILITY OF INFRASTRUCTURE - WATER**

FHFC Application Reference: RFA 2014-114 Medium and Small Counties

Indicate the name of the application process under which the proposed Development is applying/has applied for funding from the Corporation such as the Request for Proposal/Application number and/or the name of the Request for Proposal/Application.

Name of Development: Gateway Manor

Development Location: Harbor Street and Clifford Sims Road, Port St. Joe, Gulf County

At a minimum, provide the address number, street name and city and/or provide the street name, closest designated intersection and either the city (if located within a city) or county (if located in the unincorporated area of the county).

The undersigned service provider confirms that on or before the submission deadline for the above referenced FHFC Request for Proposal/Application:

1. Potable water is available to the proposed Development, subject to item 2 below.
2. To access such water service, the Applicant may be required to pay hook-up, installation and other customary fees, comply with other routine administrative procedures, and install or construct line extensions and other equipment, including but not limited to pumping stations, in connection with the construction of the Development.

CERTIFICATION

I certify that the foregoing information is true and correct.

Signature

Name of Entity Providing Service

Print or Type Name

Address (street address, city, state)

Print or Type Title

Telephone Number (including area code)

This certification may not be signed by the Applicant, by any related parties of the Applicant, or by any Principals or Financial Beneficiaries of the Applicant. In addition, signatures from local elected officials are not acceptable. If the certification is applicable to this Development and it is inappropriately signed, the certification will not be accepted.

ORDINANCE NO. 501

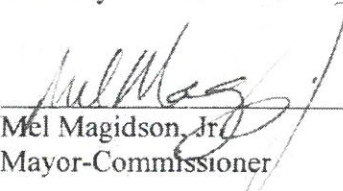
AN ORDINANCE OF THE CITY OF PORT ST. JOE, FLORIDA, AMENDING THE CAPITAL IMPROVEMENTS ELEMENT OF THE COMPREHENSIVE PLAN; AMENDING THE FIVE YEAR CAPITAL IMPROVEMENT PLAN; ADOPTING THE UPDATED SCHOOL DISTRICT FIVE YEAR WORK PLAN; PROVIDING FOR REPEAL OF ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HERewith, PROVIDING FOR SEVERABILITY, AND PROVIDING FOR AN EFFECTIVE DATE.

BE IT ENACTED by the people of Port St. Joe, Florida.

1. The five year Capital Improvement Plan shown in Exhibit "A" is hereby amended as set forth in Exhibit "B".
2. The School District Five Year Work Plan as shown in Exhibit "C" is hereby amended as set forth in Exhibit "D".
3. All ordinances or parts of ordinances in conflict herewith are hereby repealed.
4. If any section, subsection, sentence, clause or provision of this ordinance is invalid, the remainder shall not be affected by such invalidity.
5. This ordinance shall become effective as provided by law.

DULY PASSED AND ADOPTED by the Board of City Commissioners of Port St. Joe, Florida, this 7th day of January, 2014.

The City of Port St. Joe


Mel Magidson, Jr.
Mayor-Commissioner

ATTEST:

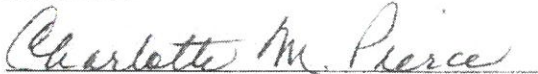

Charlotte M. Pierce
City Clerk

EXHIBIT "B"

ID	Project Name	Project Description	Required to meet LOS	FY 2013/2014 Funding	FY 2014/2015 Funding	FY 2015/2016 Funding	FY 2016/2017 Funding	FY 2017/2018 Funding	Project Funding Source
A	General Location	Year/10 Comp Plan Consistency							
1	Remainder Basin 10 gravity sewer rehabilitation Port St. Joe	Gravity Sewer Rehabilitation Yes, Sewer Pg 6 Objective 2.1	No					\$ 1,500,000	Anticipate CDBG Grant
2	Basin 9 gravity sewer rehabilitation Port St. Joe	Gravity Sewer Rehabilitation Yes, Sewer Pg 6 Objective 2.1	No					\$ 2,000,000	Anticipate CDBG Grant
3	Catch Basin 6 PH II Port St. Joe	No	No					\$ 2,000,000	Anticipate State Revolving Fund
4	1st Street Lift Station Port St. Joe	No	No					\$ 800,000	Anticipate State Revolving Fund
5	Lift Station Improvements Port St. Joe	Rehabilitate 7 existing lift stations throughout the city No	No					\$ 750,000	Anticipate State Revolving Fund
6	WWTF Power Improvements Port St. Joe	Upgrade power at plant to include Emergency Power capabilities to buildings No	No		\$ 75,000				City Budget/Grant Opportunities
7	Solar Aeration for Lagoon Port St. Joe	Replace aging aerators in lagoon with solar power No	No	\$ 83,628	\$ 83,628	\$ 83,628	\$ 83,628	\$ 83,628	City Budget/Grant Opportunities
8	WWTF Lagoon Improvements Port St. Joe	Rehabilitate sprayfield intake No	No			\$ 25,000			City Budget/Grant Opportunities
Sewer Total				\$ 83,628	\$ 158,628	\$ 108,628	\$ 83,628	\$ 7,133,628	
B	Water								
1	Water Distribution System Phase II Port St. Joe	Replace aging water pipes throughout city	Yes	\$ 3,000,000					State Revolving Fund
2	CDBG Water Improvements Phase I Port St. Joe	Replace aging water pipes throughout city	Yes	\$ 650,000					CDBG Grant
3	CDBG Water Improvements Phase II Port St. Joe	Replace aging water pipes throughout city	Yes		\$ 650,000				CDBG Grant
4	Water Distribution System Phase III Port St. Joe	Replace aging water pipes throughout city	No				\$ 3,000,000		State Revolving Fund
5	St. Joe Beach Distribution Improvements Beaches	Replace approx. 300 Fire Hydrants and various valves throughout St. Joe Beach and Beacon Hill No	No					\$ 1,200,000	City Budget/Grant Opportunities
6	Chipola River Pump Station Wewahatcha	Rehabilitate the #2 Chipola River Pump No	No	\$ 195,000					NWFWMD
7	Surface Water Treatment Plant Improvements Port St. Joe	Construct improvements based on the water study results performed by CDM	No		\$ 250,000				Grant Opportunities
8	Ground Storage Tank SWTP	Add aeration equipment to the ground storage tank	No		\$ 100,000				Grant Opportunities
9	Booster Plant Generators White City & Highland View	Install Permanent mounted generators at the Highland View and White City booster stations	No					\$ 400,000	City Budget/Grant Opportunities
10	White City Booster Plant Improvements White City	Upgrade the fill line and Ground Storage Tank	No					\$ 1,000,000	City Budget/Grant Opportunities
11	Lighthouse Utilities Purchase Jones Homestead	Purchase and System Upgrades No	No					\$ 5,000,000	City Budget/Grant Opportunities
12	Utility Location Port St. Joe	Re-route utilities under existing buildings between 1st Street & 4th Street No	No					\$ 750,000	Grant Opportunities
13	Well Abandonment Old Primary Site	Fully abandon production well at old primary site No	No			\$ 30,000			City Budget/Grant Opportunities
14	Well Abandonment SWTP	Abandon #4 production well No	No				\$ 10,000		City Budget/Grant Opportunities
15	Booster Plant Improvements White City & Highland View	Add telemetry equipment at the White City and Highland View Booster Plants No	No			\$ 50,000			City Budget
Water Total				\$ 3,845,000	\$ 1,050,000	\$ 80,000	\$ 3,010,000	\$ 8,350,000	

ID: Project Name		Project Description	Required by	FY 2010/2011	FY 2011/2012	FY 2012/2013	FY 2013/2014	FY 2014/2015	FY 2015/2016	FY 2016/2017	FY 2017/2018	Project Funding Source
General Location		Project Description	Required by	FY 2010/2011	FY 2011/2012	FY 2012/2013	FY 2013/2014	FY 2014/2015	FY 2015/2016	FY 2016/2017	FY 2017/2018	Project Funding Source
Drainage		Project Description	Required by	FY 2010/2011	FY 2011/2012	FY 2012/2013	FY 2013/2014	FY 2014/2015	FY 2015/2016	FY 2016/2017	FY 2017/2018	Project Funding Source
1	Stormwater Master Plan Update	Create a City wide Master stormwater plan including alleyways	No						\$ 50,000			City Budget/Grant Opportunities
2	Stormwater Improvements	Construct stormwater improvements throughout city	No								\$1,000,000	City Budget/Grant Opportunities
3	Battles Street Outfall	Construct stormwater facility at north end of Battles St. and improve the upstream collection system	No						\$ 450,000			NWFWMD
4	Forest Park Stormwater Improvements	Construct stormwater facility in Forest Park and replace the stormwater pipe under 10th St. Balfields	No						\$ 790,000			NWFWMD
Drainage Total				\$ -	\$ -	\$ 50,000	\$ 1,240,000	\$ 1,000,000				
D	Recreation											
1	Sports Complex	Construct sports facility	No								\$ 2,500,000	Grant Opportunities
2	Frank Pace Park Boat Ramp	Boat Ramp Improvements	No								\$ 750,000	Florida Boating Improvement Grant Other Grant Opportunities
3	George Core Park	Construct recreational improvements	No								\$ 100,000	PSJRA/Grant Opportunities
4	Kayak Boat Launch	Build kayak launch area on bay front	No								\$ 75,000	Florida Boating Improvement Grant
5	Benny Roberts Park	Rehabilitate restrooms, baseball fields, and basketball court	No								\$ 200,000	FRDAP & Other Grant Opportunities
6	Dog park	Build dog park for off leash	No								\$ 40,000	City Budget/Grant Opportunities
7	Centennial Building Improvements	Construct improvements to the Centennial Building	No								\$ 650,000	City Budget/Grant Opportunities
8	Community Garden		No								\$ 75,000	City Budget/Grant Opportunities
9	Lighthouse Relocation	Relocate existing lighthouse from the Cape to town	No								\$ 500,000	PSJRA/Grant Opportunities/Donations
10	Washington High School Complex	Rehabilitate dugouts, bleachers, infield, restrooms, picnic facilities, and playground	No								\$ 50,000	FRDAP & Other Grant Opportunities
Recreation Total				\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,440,000	
E	Transportation											
1	David B. Langston Drive Lights & Sidewalk	Construct lights and sidewalk along Langston Drive	No								\$ 70,000	PSJRA/Grant Opportunities
2	City Signs		No								\$ 120,000	PSJRA/Grant Opportunities
3	City Roadway Improvements	Mill and resurface Reid Ave, MLD Blvd, Garrison Ave, Long Ave, & other streets as required	No								\$ 1,000,000	PSJRA/Grant Opportunities
4	Sidewalk Improvements	Rehabilitate aging sidewalks throughout the city	No								\$ 250,000	PSJRA/Grant Opportunities
5	MLK Sidewalk	Construct sidewalk along MLK between Ave A & D	No								\$ 200,000	PSJRA/USDA
6	HWY 71 Golf Cart Crossing	Construct Golf Cart crossing for HWY 71	No								\$ 5,000	City Budget/Grant Opportunities
7	HWY 98 Golf Cart Crossing	Construct Golf Cart crossing for HWY 98	No								\$ 7,500	PSJRA/Grant Opportunities
Transportation Total				\$ 205,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,377,500	

Code Enforcement 2014 Activity
As of 12/12/14

	Open	Closed	Total	Increase
Unlawful Accumulation	22	146	168	3
Substandard Structure	5		5	
Abandoned Vehicle	6	19	25	
Unlawful Sewer		2	2	
Land regulation Violation		12	12	
Business Lic. Violation		1	1	
Special Master Hearings				
Building Demolition		5	5	
Waste Violation	13	100	113	15
Sign Violation	0	223	223	

Total	46	Total	508	Total	554	Total	18

Port St. Joe Redevelopment Agency
Board of Directors
City Commission Chambers

MEETING MINUTES

November 18, 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	Chair	(RB)	Present
Bo Patterson	Vice Chair	(BP)	Present
Ben Carnes	Director	(BC)	Absent
Kaye Haddock	Director	(KH)	Present (4:35)
Mel Magidson	Director	(MM)	Present
Phil McCroan	Director	(PM)	Present
William Thursbay	Director	(WT)	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 at 4:30 PM by Chair Rex Buzzett.

II. Citizens to Be Heard

A. None.

III. Consent Agenda

A. The minutes of the October 21 regular meeting were approved without revision (MM/BP, 4-0).

IV. Agency Operations

- A. The updated forecast and FY15 budget were distributed.
- B. The approved Financial Oversight document for October was distributed.

V. Governance

A. The board was made aware of new requirements from the Department of Economic Opportunity for information to be included on the PSJRA website.

VI. Grant Program Status Report

A. Grant Report

1. Gulf Coast Tourism Promotion - Lighthouse Relocation Documentary: The footage is in final editing, and the closeout requirements for the grant are in good order.
2. USDA-RBEG: Open-Air Information Center: The grant remains under consideration, and the awards will be announced in the spring.
3. FRDAP: The ED has begun to put together information to create a scope of work to prepare for RFPs.
4. Port Theatre Acquisition: The grant has been submitted.

B. Façade Grant Program

1. A façade concept for “Fuss” was approved by the board.

VII. Project Status Report

- A. Open-Air Information Center: The board approved the “Concept C” for the kiosk design (BP/PM, 5-0).
- B. Gateway: The board has requested that two designs be combined: the arch and lettering from “Concept A” atop the columns from “Concept C” (PM/BP, 5-0).
- C. Small Vessel Committee: The committee has not met. Even without a commitment from a boutique cruise line, progress could be made to ensure the area is improved and the dock is ready for larger ships.
- D. Winter Banners: The board (BP/MM, 5-0) voted to direct the City to move the existing brackets on Reid Avenue upward to reach the required 80-inch clearance at the lower edge of the banners.

VIII. New Business

- A. Phase IV Landscape Maintenance: The status of the dead palms will be reviewed on December 1, 2014.
- B. NPSJ FY15 Projects: The board discussed several potential projects for the expanded CRA. Additional discussion will be included in the next PSJRA meeting.
 1. Repair the walking track.
 2. Dress up the tourist corridor in front of NPSJ.
 3. Improve the bleachers at Washington Gym.

4. Refinish the floor at the Washington Gym.

C. Executive Director Timesheet: The monthly timesheet of the executive director will be distributed to the board.

IX. Meeting Adjournment

The meeting was adjourned at 5:20 PM.

Approved:

Rex Buzzett, Chair

Port St. Joe Redevelopment Agency
Board of Directors
City Commission Chambers

MEETING MINUTES

October 21, 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	Chair	(RB)	Present
Bo Patterson	Vice Chair	(BP)	Absent
Ben Carnes	Director	(BC)	Absent
Kaye Haddock	Director	(KH)	Present
Mel Magidson	Director	(MM)	Present
Phil McCroan	Director	(PM)	Absent
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 4:30 PM by Chair Rex Buzzett.

II. Citizens to Be Heard

A. None.

III. Consent Agenda

A. The minutes of the September 19 regular meeting were approved without revision (WT/MM, 4-0).

IV. Agency Operations

- A. The end-of-year profit-and-loss report was distributed.
- B. The updated forecast was distributed.
- C. The FY15 approved budget was distributed.

V. Governance

A. End of year reporting will begin; the board will be provided with draft copies of the annual report for review and comment as it is being created.

VI. Grant Program Status Report

A. Grant Report

1. USDA/RBEG - MLK Sidewalk Grant: Complete.
2. Gulf Coast Tourism Promotion - Lighthouse Relocation Documentary: The grantor has been provided with the quarterly report and a copy of the rough-cut documentary.
3. USDA-RBEG: Open-Air Information Center: The grant remains under consideration.
4. FRDAP: The ED has begun to put together information to create a scope of work to prepare for RFPs.
5. Port Theatre Acquisition: The nonprofit group is under contract, and the acquisition grant is being written in collaboration with the PSJRA.

B. Façade Grant Program

1. Nick Dilallo was approved for a \$5000 reimbursement for work successfully completed at 305 Third Avenue.
2. Tan Smiley has picked up an application for his carwash.
3. Sandy Toes Glass has expressed interest in applying for a grant.

VII. Project Status Report

- A. Open-Air Information Center: The Design Documentation is nearly complete. Upon completion, an RFP for construction will be created.
- B. Dr. Joe Deck Repair: The deck repair is complete.
- C. Small Vessel Committee: The committee has not met.
- D. Tree Trimming on Reid: Complete.
- E. Winter Banners: The board reviewed the banner sample, and the fabrication will proceed.

VIII. New Business

- A. Phase IV Landscape Maintenance: The status of the dead palms will be reviewed on December 1, 2014.

- B. Vandalism at Phase IV: The board was shown photos of vandalism at Phase IV landscaping. Leake landscape repaired the damage at no additional cost.
- C. PSJRA Office Space: The board voted (WT/MM, 4-0) to formally report to the Chamber of Commerce that our budget has been finalized for the fiscal year, and there are no funds allotted to office rental. The PSJRA will be prepared to relocate when the current office is rented.

IX. Meeting Adjournment

The meeting was adjourned at 5:00 PM.

Approved:


Rex Buzzett, Chair