



BOARD OF COUNTY COMMISSIONERS  
GULF COUNTY, FLORIDA  
PLANNING DEPARTMENT  
DAVID RICHARDSON, PLANNER

1

1000 CECIL G. COSTIN, SR. BLVD., • ROOM 312 PORT ST. JOE, FLORIDA 32456 • PHONE (850) 227-9562 • FAX (850) 227-9563

# Memorandum

**To:** All Recipients  
**Date:** 2/1/2012  
**Subject:** 2011/2012 Capital Improvements Schedule Update

Please accept this CD as it contains the Annual Five Year Capital Improvements Schedule Update for the 2011/2012 planning year. This update was done in accordance with F.S. 163 and is being submitted to the respective agencies to maintain continuity with the Gulf County Comprehensive Plan. The CD contains in PDF format the following:  
Adoption Ordinance 2012-01  
Capital Improvements Schedule  
Concurrency Tacking update  
School Board 5 Yr. Work Plan

Sincerely,

**Gulf County Board of County Commissioners**



David Richardson  
Planner

2012 FEB -8 4:11:43  
GULF COUNTY PLANNING DEPARTMENT  
1000 CECIL G. COSTIN, SR. BLVD.  
PORT ST. JOE, FLORIDA 32456

1





# Florida Department of Transportation

RICK SCOTT  
GOVERNOR

1074 Highway 90 East  
Chipley, FL 32428

ANANTH PRASAD, P.E.  
SECRETARY

February 1, 2012

The Honorable Carmen McLemore, Commissioner  
Gulf County Board of County Commissioners, District 1  
1000 Cecil G. Costin, Sr. Boulevard  
Port St. Joe, Florida 32456

RE: State Road 22 from the Bay County Line to the Wetappo Creek Bridge, Gulf County  
Financial Project Identification Number: 424620-1

Dear Commissioner McLemore:

The Florida Department of Transportation (FDOT) has retained David H. Melvin, Inc. to develop a set of roadway improvement plans for the above referenced project. This project consists of resurfacing State Road (S.R.) 22 from the Bay County Line east to the Wetappo Creek Bridge and minor drainage improvements throughout the project corridor. The Department anticipates receiving bids for construction spring 2014.

The department would like to provide you an opportunity to ask questions and submit comments concerning this project. In addition, a set of preliminary (60%) plans have been sent to Mr. Don Butler, County Administrator, for review and comment. Please feel free to review these plans and provide any comments about this project to him by Monday, February 13, 2012.

Should you have any questions regarding the proposed project, please contact the department's Project Manager, Greg Rogers toll-free at (888) 638-0250, extension 755 or via email at [greg.rogers@dot.state.fl.us](mailto:greg.rogers@dot.state.fl.us). You may also contact Tim Smith, P.E. District Consultant Project Management Engineer, toll-free at (888) 638-0250, extension 513 or via email at [tim.smith@dot.state.fl.us](mailto:tim.smith@dot.state.fl.us).

Sincerely,

James T. Barfield, P.E.  
District Secretary

2012 FEB - 8 AM 11:13  
RECEIVED  
DISTRICT SECRETARY  
ANANTH PRASAD

21412 U3

BEFORE THE FLORIDA PUBLIC SERVICE COMMISSION

NOTICE OF HEARING

TO

ALL PARTIES OF RECORD

AND

ALL OTHER INTERESTED PERSONS

DOCKET NO. 100437-EI

EXAMINATION OF THE OUTAGE AND REPLACEMENT FUEL/POWER COSTS  
ASSOCIATED WITH THE CR3 STEAM GENERATOR REPLACEMENT PROJECT, BY  
PROGRESS ENERGY FLORIDA, INC.

DOCKET NO. 100461-EI

PETITION FOR APPROVAL OF NUCLEAR DECOMMISSIONING COST STUDY, BY  
PROGRESS ENERGY FLORIDA, INC.

DOCKET NO. 120001-EI

FUEL AND PURCHASED POWER COST RECOVERY CLAUSE WITH GENERATING  
PERFORMANCE INCENTIVE FACTOR.

DOCKET NO. 120007-EI

ENVIRONMENTAL COST RECOVERY CLAUSE.

DOCKET NO. 120009-EI

NUCLEAR COST RECOVERY CLAUSE.

DOCKET NO. 120022-EI

PETITION FOR LIMITED PROCEEDING TO APPROVE STIPULATION AND  
SETTLEMENT AGREEMENT BY PROGRESS ENERGY FLORIDA, INC.

ISSUED: JANUARY 25, 2012

NOTICE IS HEREBY GIVEN that a hearing will be held before the Florida Public Service Commission regarding Progress Energy Florida, Inc.'s (PEF) Petition for Limited Proceeding to Approve Stipulation and Settlement Agreement, filed January 20, 2012, in Docket No. 120022-EI, at the following time and place:

DOCUMENT NUMBER-DATE

00495 JAN 25 2012

FPSC-COMMISSION CLERK

4

2-14-12 CC

**NOTICE OF HEARING****DOCKET NOS. 100437-EI, 100461-EI, 120001-EI, 120007-EI, 120009-EI, 120022-EI****PAGE 2**

Monday, February 20, 2012, at 1:00 p.m. or immediately following the conclusion of the hearing in Docket No. 110309-EI, whichever is later.  
Room 148, Betty Easley Conference Center  
4075 Esplanade Way, Tallahassee, Florida.

February 22, 2012, has also been reserved for continuation of the hearing if needed. The starting time of the next day's session will be announced at the conclusion of the prior day. The hearing may be adjourned early if all oral evidence and argument is concluded.

Persons wishing to present oral evidence or argument will be given the opportunity to do so at the beginning of the hearing on February 20, 2012. All persons wishing to present oral evidence or argument are urged to be present at the beginning of the session, since the session may be adjourned early if no persons are present. By providing oral evidence or argument, a person does not become a party to the proceeding. To become an official party of record, you must file a Petition for Intervention at least five days before the final hearing, pursuant to the requirements contained in Rule 25-22.039, Florida Administrative Code.

**PURPOSE AND PROCEDURE**

The purpose of this hearing is to consider Progress Energy Florida, Inc.'s Petition for Limited Proceeding to Approve Stipulation and Settlement Agreement, filed January 20, 2012, in Docket No. 120022-EI, and any motions or other matters that may be pending at the time of the hearing. The Commission may rule on any such motions from the bench or may take the matters under advisement. The Commission's decision in this matter may result in an increase to customers' rates. A copy of PEF's Petition and the Stipulation and Settlement Agreement may be obtained by contacting the Office of Commission Clerk at (850) 413-6770, or at <http://www.floridapsc.com/library/FILINGS/12/00408-12/00408-12.pdf>.

In accordance with the Americans with Disabilities Act, persons needing a special accommodation to participate at this proceeding should contact the Office of Commission Clerk no later than five days prior to the conference at 2540 Shumard Oak Boulevard, Tallahassee, Florida 32399-0850, via 1-800-955-8770 (Voice) or 1-800-955-8771 (TDD), Florida Relay Service.

**EMERGENCY CANCELLATION OF HEARING**

If settlement of the case or a named storm or other disaster requires cancellation of the hearing, Commission staff will attempt to give timely direct notice to the parties. Notice of cancellation of the hearing will also be provided on the Commission's website

## NOTICE OF HEARING

DOCKET NOS. 100437-EI, 100461-EI, 120001-EI, 120007-EI, 120009-EI, 120022-EI

PAGE 3

(<http://www.psc.state.fl.us/>) under the Hot Topics link found on the home page. Cancellation can also be confirmed by calling the Office of the General Counsel at 850-413-6199.

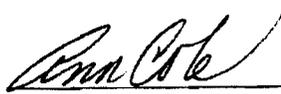
JURISDICTION

This Commission is vested with jurisdiction over the subject matter by the provisions of Chapter 366, Florida Statutes. This hearing will be governed by said Chapter as well as Chapter 120, Florida Statutes, and Chapters 25-22 and 28-106, Florida Administrative Code.

APPLICABLE STATUTES AND RULES

Sections 366.04, 366.041, 366.05, 366.06, and 366.07, Florida Statutes, and any other relevant sections of Chapter 366, Florida Statutes, are applicable to this proceeding, as well as Chapter 120, Florida Statutes, and Chapters 25-22 and 28-106, Florida Administrative Code.

By DIRECTION of the Florida Public Service Commission this 25th day of January, 2012.



ANN COLE  
Commission Clerk  
Florida Public Service Commission  
2540 Shumard Oak Boulevard  
Tallahassee, Florida 32399  
(850) 413-6770  
[www.floridapsc.com](http://www.floridapsc.com)

Copies furnished: A copy of this document is provided to the parties of record at the time of issuance and, if applicable, interested persons.

JSC



January 18, 2012

Mr. Donald Butler  
Chief Administrator  
Gulf County Board of County Commissioners  
1000 Cecil G. Costin Sr. Boulevard, Room 302  
Port St. Joe, FL 32456

Dear Mr. Butler:

This letter is formal acknowledgment of the Gulf County Board of County Commissioners' action of November 22, 2011, transferring ownership of the county's Fire Trainer to Gulf Coast State College.

We are very pleased to accept this donation. The Fire Trainer will have a permanent home with the Public Safety division at our North Bay Campus, and will provide an excellent training facility for students in our Fire Science programs. We'll look forward to offering live-fire training for Gulf County firefighters in the future.

Thanks very much to you and to the county commissioners for this donation.

Respectfully,

Jim Kerley, Ph.D.  
President

INFORMATION  
DATE 2-14-12 JB

**Office of the President**

5230 West U.S. Highway 98  
Panama City, Florida 32401  
www.gulfcoast.edu

**Jim Kerley, Ph.D.**

T 850.872.3800  
F 850.767.8001  
jkerley@gulfcoast.edu

Dusty Alford  
528 S Murphy Rd  
Wewahitchka, FL 32465  
January 25, 2012

FLORIDA  
COUNTY  
CLERK  
2012 JAN 25 11:14

CLERK  
2012 JAN 25 11:14

Board of County Commissioners  
Gulf County  
1000 Cecil G Costin Blvd  
Port St Joe, FL 32456

Dear Commissioners:

This letter is to inform you of three (3) items that need attention within our county. I have written this letter directed to all of you so as to allow each of you to be notified, as well as to be able to cover the areas without knowing which particular Commissioner is responsible.

The first item that is the most notable is the lack of a consistent fog line (white strip of paint located on the far right side of the road) and on-road reflectors throughout parts of the Doc Whitfield Road (also known as CR-387). There ARE reflectors and a white line, but both are not consistent. Due to the weather in the past few weeks, more specifically the dense fog, traveling the road at night has been difficult.

Personally, I use the amount of reflectors I can see to judge my speed, which allows for a greater or lesser reaction time to what is in front of the vehicle. I use the fog line to differentiate between the road and the shoulder. Both are very important for the proper maintaining of the lane within bad weather conditions.

The second and third items deal with trash. The first location of trash is at Saul's Creek Park, located towards the end of the Saul's Creek Road. During the first week of hunting season, several groups of people were camping down there and left quite a bit of trash. Some of it has dissipated (cans were picked up for scrap, food items were taken off by animals) but quite a bit of it remains. This includes but is not limited to: bottles, cans, small propane tanks, paper products.

The third item, which is the second trash item, is located along Boggy Branch Road, which is at the end of Calf Barn Road, of which Murphy Road turns into. This road is located just south of a low water-level rock crossing, and makes a circle which starts and ends just east of the pair of yellow gates that are after the rock crossing. This trash has been accumulating over several years and includes but not limited to: mattresses, bottles, roofing material, TVs, baby strollers, washer/dryer. This is a real eyesore for the people who ride this trail. This land may be part of the Wildlife Environmental Area. If it is, and no action can be taken, I will request in writing to the State of Florida for a cleanup crew to go down there.

DATE 2-19-12 8

I sincerely appreciate your time for reading this, and the effort that will be involved in repairing the road and cleaning up the aforementioned areas. If any questions arise, do not hesitate to contact me at (850) 340-1368. This letter hereby serves as a written, official request for the cleanup of Boggy Branch Road and Saul's Creek Park, and the repair of Doc Whitfield Road.

Sincerely,

A handwritten signature in black ink, appearing to read "Dusty Alford". The signature is written in a cursive style with a large initial "D" and "A".

Dusty Alford



# Life Management Center

Of Northwest Florida Inc

2010 FEB 10 10:11:53

2010 FEB 10 10:11:53

## Board of Directors

Lee Lapensohn  
President

Gene Nakamura  
Vice President

Julia Duke  
Secretary

Lois Byrd  
Treasurer

Kenneth Brookins

Scott Clemons

Charles Kovaleski

Minnie Likely

Hashem Mubarak

Raymond Palmer

Nick Patronis

Joe Ruff

Dear Friend,

Last year Life Management Center served over 11,000 people in our community. Please take a few minutes to read the enclosed Annual Report and learn about some of the people helped during the previous fiscal year and about the strides we are making for our six county community.

Over the years, so many of you have generously supported the needs of our clients and their families. Life Management Center continues to serve many who have no insurance, do not qualify for any benefits, and do not have the ability to pay for our services. During the 2010-2011 fiscal year, we provided \$524,000 in charity care.

If you have recently contributed to Life Management Center, you have our heartfelt thanks. If you have not yet made a recent contribution, we ask that you join us now to support another year of services for your community by using the form provided in the Annual Report.

Your gift in any amount can help us to continue to provide care. Here are just a few of the ways your donation can help:

- **\$90** provides for one hour of counseling to help children and adults recover from the trauma of abuse.
- **\$325** supports a month of recruiting foster and adoptive parents to ensure children have a safe, happy, home environment in which to live.
- **\$500** provides one day of inpatient treatment in our Crisis Services Unit (CSU) to allow for mental health recovery for those suffering from a mental illness.
- **\$3,250** provides one year of education and support for an at-risk family to prevent child abuse and neglect in their home.

If you need any further information, please feel free to call us at 850-522-4485, ext. 1107. On behalf of the people we serve, thank you so much for your consideration and support.

Sincerely yours,

Scott Clemons  
Fundraising Chair  
Board of Directors

Lee Lapensohn  
President  
Board of Directors

**2010-2011  
REPORT TO THE COMMUNITY**



**Life Management Center**  
Of Northwest Florida Inc.

## RISH, GIBSON &amp; SCHOLZ, P.A.

ATTORNEYS AT LAW

WILLIAM J. RISH (1932-2008)  
THOMAS S. GIBSON  
S. RUSSELL SCHOLZ

THOMAS S. GIBSON

TELEPHONE • (850) 229-8211  
FACSIMILE • (850) 227-1619  
E-MAIL • tgibson@psjlaw.com116 SAILOR'S COVE DRIVE  
PORT ST. JOE, FLORIDA 32456MAIL TO:  
POST OFFICE BOX 39  
PORT ST. JOE, FLORIDA 32457

January 23, 2012

Mr. Warren Yeager, Chairman  
Gulf County Board of County Commissioners  
1000 Cecil G. Costin, Sr. Boulevard  
Port St. Joe, FL 32456

Re: Veteran's Memorial Park

Dear Warren:

I represent Ellis Smith and Ellis has purchased property adjacent to the boardwalk at Veteran's Memorial Park at Beacon Hill. I have enclosed a copy of a survey prepared as part of the closing. I would like to propose a swap of the two triangular portions of property shown on the survey. The County owns the triangle adjacent to Highway 98 and Ellis owns the property adjacent to the Gulf of Mexico. This would result in the property line running parallel to the boardwalk and would lessen the public use of the beach front which Ellis owns. We propose an even swap, as the acreage of the two triangles is approximately equal and we would expect to pay any costs incurred.

There is a reverter clause in the conveyance from the federal government to Gulf County for the Park property. Any conveyance by the County for purposes other than use as a Park requires the approval of the Secretary of the Interior. If the County is agreeable to making this swap, we would ask that the request for the Department of Interior permission be made by the County. I think a pretty good argument can be made that the swap actually promotes the purposes of the Park more effectively than the existing layout.

I would appreciate if you would get this on the agenda at your convenience and if you think it would be appropriate for me to address the Commission on the issue, I will be happy to do so. Please give me a call if you have any questions.

Sincerely,



Thomas S. Gibson

TSG/pwr

cc: Mr. Don Butler; Mr. Ellis Smith  
Mr. Jeremy Novak

RECEIVED  
FEB 1 2012  
PORT ST. JOE, FLORIDA

FORM 101

DATE 2-19-12 SR



DESCRIPTIONS:

## PARCEL "A"

A parcel of land lying in fractional Section 31, Township 6 South, Range 11 West, Gulf County, Florida, being more particularly described as follows:

Commence at the Northeast corner of original government lot 7, in Section 31, Township 6 South, Range 11 West, Gulf County, Florida; thence proceed South 89 degrees 53 minutes 47 seconds West, for a distance of 865.72 feet to the Northwesterly boundary line of "Gulf Aire Subdivision Phase II," as recorded in Plat Book 3, pages 30 and 31, of the Public Records of Gulf County, Florida; thence proceed South 49 degrees 07 minutes 28 seconds West, along said Northwesterly boundary line and the extension thereof, for a distance of 1137.17 feet to the Southwesterly Right-Of-Way line of U.S. Highway 98; thence proceed North 40 degrees 20 minutes 42 seconds West, along said Southwesterly Right-Of-Way line, for a distance of 981.10 feet to the Point of Beginning; thence leaving said Southwesterly Right-Of-Way line, proceed North 89 degrees 32 minutes 50 seconds West, for a distance of 205.70 feet; thence North 48 degrees 38 minutes 34 seconds East, for a distance of 155.74 feet to the aforesaid Southwesterly Right-Of-Way line of U. S. Highway 98; thence South 40 degrees 20 minutes 42 seconds East, for a distance of 137.16 feet to the Point of Beginning;

Containing 0.25 acres, more or less.

## PARCEL "B"

A parcel of land lying in fractional Section 31, Township 6 South, Range 11 West, Gulf County, Florida, being more particularly described as follows:

Commence at the Northeast corner of original government lot 7, in Section 31, Township 6 South, Range 11 West, Gulf County, Florida; thence proceed South 89 degrees 53 minutes 47 seconds West, for a distance of 865.72 feet to the Northwesterly boundary line of "Gulf Aire Subdivision Phase II," as recorded in Plat Book 3, pages 30 and 31, of the Public Records of Gulf County, Florida; thence proceed South 49 degrees 07 minutes 28 seconds West, along said Northwesterly boundary line and the extension thereof, for a distance of 1137.17 feet to the Southwesterly Right-Of-Way line of U.S. Highway 98; thence proceed North 40 degrees 20 minutes 42 seconds West, along said Southwesterly Right-Of-Way line, for a distance of 981.10 feet; thence leaving said Southwesterly Right-Of-Way line, proceed North 89 degrees 32 minutes 50 seconds West, for a distance of 205.70 feet to the Point of Beginning; thence South 48 degrees 38 minutes 34 seconds West, for a distance of 155.36 feet, more or less, to the Mean High Water Line of St. Joseph Bay; thence North 39 degrees 59 minutes 49 seconds West, along said Mean High Water Line, for a distance of 136.10 feet, more or less; thence leaving said Mean High Water Line, proceed South 89 degrees 32 minutes 50 seconds East, for a distance of 204.10 feet to the Point of Beginning;

Containing 0.24 acres, more or less.

WHS CLASS OF 2012—PROJECT GRADUATION  
 P.O. Box 565, WEWAHITCHKA, FL 32465  
 850-841-0394

Dear Friends:

January 2012

Project Graduation is an all night, drug and alcohol free lock-in party for the graduating Seniors of Wewahitchka High School Class of 2012 and their dates. Parents have met, organized, set goals and are working to raise the funds needed to make this special night fun, safe and memorable for the graduates to gather one last time in an atmosphere of celebration and friendship.

National Statistics show that graduates are at a higher risk of accident or fatality on graduation night than any other time in their lives. In 1985, the state-endorsed Project Graduation was launched in Gulf County and has become a time-honored tradition.

Project Graduation has been a great success in past years. Parents of seniors of the Class of 2012 host this event where refreshments are served, games are played and the seniors have the opportunity to win prizes throughout the night.

In order to make this night a success, the parents of the senior class of 2012 ask for your help. A tax-deductible donation of any amount would be greatly appreciated. If you are unable to make a monetary donation, a gift would also be accepted, as we will be giving away door prizes throughout the night. The senior class consists of about sixty-five students.

Project graduation is not possible without the support of the parents, businesses in the community and personal donations. Please make your check out to the WHS Class of 2012—Project Graduation and mail it to the above address. Gifts can be picked up if you would call the above number.

Thank you for your support to the Class of 2012.

Sincerely,

  
 Project Graduation 2012  
 Debbie Setterich, president

**Minutes of the October 18, 2011  
Tourist Development Council Meeting  
Special Meeting  
Gulf County Welcome Center**

- I. Quorum.** A quorum was established by the required attendance of TDC Board members. Members in attendance were Jason Bogan, Alyson Gerlach, Steve Newman, Tony Justice and Mel Magidson.

Others in attendance: Executive Director Tim Kerigan, Assistant Director Kellee Novak, and County Attorney Jeremy Novak.

The meeting was called to order at 1:08 pm

The following actions were taken by appropriate motion duly made, seconded, and adopted by the majority vote consistent with Roberts Rules of Order.

- II. Consent Agenda.** Motion, second and all members present vote for in affirmative for adoption of consent agenda.

Chairman Newman stated for the Council the controlling policies and guidelines to be followed including the Antitrust, Conflict of Interest Statements and Sunshine Law Requirements.

**III. Director's Report –**

- **Talladega Directors Travel** – Kerigan states that the Truck Series Talladega Race is this weekend and he wanted to make sure he has specific approval for travel. The travel would include two overnight stays at a hotel, gas and meals included. Kerigan would be there representing the county. Justice motioned to approve Kerigan's travel with a cap of \$1,000 and Bogan seconded it. All in favor.
- **TDC Event Contracts – Statecraft** - Kerigan reported that he requested the special meeting in order to get events previously tabled at the last meeting further discussed and either proceed with the events or decline them. Statecraft representative Amber Davis was introduced to talk more about the proposed events that had been tabled. Davis commented she wanted to give the board the opportunity to learn and understand more about the proposed events and her proposals. Davis stated that she wanted to give the board specific details on the three events that were tabled. The Sand Castles of St. Joseph Contest, The Snowbird Social Society and the Christian Focused Event.
  - **The Christian Focused Event (Witness on the Water)** Davis stated that this event would be expanding an event that was already occurring with the Christian Community Development Fund (CCDF). This fund is led by Diana Burkett and partnered with The Auburn Youth Group. They bring students and staff into Gulf County for two months during the summer to do volunteer work with ministries, construction crews,

and yard cleanup crews. Though the partnership has been successful, they are unable to expand the program and market to additional youth groups due to lack of funds and staffing. Davis proposes "Witness on the Water" would accomplish this goal. The program would be developed into a marketable weekly package complete with mission program overview, accommodations and free day activities. The TDC would work with CCDF to develop a marketing program and marketing materials. The event cost to the TDC is \$6,000 and the development fee is \$3,600. Gerlach motioned to only pay for the development fee of the event for \$3,600 and Pettis seconded. Vote to approve with opposition from Magidson and abstention by Bogan. County Attorney requested that Bogan state the grounds for the abstention and also provided to the Director and the Board the State required form to be completed by elected and appointed officials when the member states a conflict or abstains from a vote. Bogan indicated that he would not abstain and voted to oppose the motion. Motion carried. 3-2

- **Sand Castle Contest** – Davis stated the event is to take place on Cape San Blas and would be held at either Salinas Park or Cape Palms Park on either Saturday March 31 or Sunday April 1<sup>st</sup>, 2012. Revenue would be generated through registration fees, t-shirt sales, vendor fees and sponsors. The development fee to start the event is proposed to the Board of \$2250.00 with expenses of an additional \$2975.00. Justice motioned to carry this event and Gerlach seconded it. Vote to approve carried with two oppositions, Bogan and Magidson. 3-2
- **Snowbird Social Society**- Davis commented that the event is to develop a calendar of daily events for Snowbirds to do while in Gulf County for the winter. The events would be a concerted effort by local businesses and community associations to put an array of activities and offerings such as daily dinner specials, wine tastings, book clubs, art classes and musical performances. Davis stated that it would give our snowbirds a way to connect with Gulf County and make friends during their month long visits here as well as returning year after year. The proposed development fee for the event is \$4,000 and total event cost to the TDC is \$5,975. No motion was made by the board.

#### IV. Old Business

#### V. New Business

1. **Jessica Patterson and Erica Norton (Downtown Merchants Committee)** – Norton mentions they are here to talk about the Downtown Merchants Christmas Preview Party for Favorite Things on November 11 from 5:30 to 7:30pm and then they will have a Christmas open house for all stores and restaurants on Saturday, November 12<sup>th</sup>. Norton states that they are asking the TDC for marketing funds to help

promote this new event. They are asking for \$1500 that would help pay for tickets, posters and radio station ads to Dothan, Tallahassee, Marianna and Panama City. Justice motioned to give the downtown merchants \$1500 for marketing the Christmas Preview Party for Favorite Things and Bogan seconded it. All were in favor.

2. **Chili Cook-Off – Junior Service League (JSL)** – Patterson mentions that the JSL started the Chili Cook-Off last year and this year we plan on expanding the event and working with the TDC will combine it with the Best Butt on the Bay. This will be held Saturday November 26<sup>th</sup>, so Saturday after Thanksgiving. Patterson is asking for marketing funds of \$1500 and a start-up event cost of \$1000 for a total of \$2500. Justice made a motion to give Chili Cook-Off/Best Butt on the Bay \$2500 and Magidson seconded it. Magidson revised Justices motion to cap the marketing at \$1500 as he believes the TDC would be able to help with some of that cost and Justice seconded.
3. **County Attorney**– reported that the following Tuesday there would be a policy and procedures memorandum introduced to the County Commission for the TDC. The Attorney indicated that he will be requesting the Commission’s review of the proposed policies and procedures as well as introducing a Kerigan Marketing contract he had finalized with the TDC marketing consultant following the board’s previous vote.

#### **VI. Next Meeting.**

The next TDC Board meeting will be held at 8:00 am Thursday, November 3, 2011, at the Gulf County Welcome Center. There being no further business, the meeting was duly adjourned at 2:42 pm.

**Minutes of the November 3, 2011  
Tourist Development Council Meeting  
Gulf County Welcome Center**

**I. Quorum.** A quorum was established by the required attendance of eight TDC Board members.

Members in attendance were Steve Newman, Jason Bogan, Chris Petrie, Charlie Pettis, Tony Justice, Alyson Gerlach and Mel Magidson.

Others in attendance: Executive Director Tim Kerigan, Assistant Director Kellee Novak, Jack Kerigan and Stephanie Halseide of Kerigan Marketing and County Attorney Jeremy Novak.

The meeting was called to order at 8:07 a.m.

Pledge of Allegiance

The following actions were taken by appropriate motion duly made, seconded, and adopted by the majority vote consistent with Roberts Rules of Order.

**II. Consent Agenda.** Motion, second and all members present vote for in affirmative for adoption of consent agenda and adoption of meeting minutes. Petrie motioned to approve the TDC minutes and Bogan seconded. All in favor.

Chairman Newman stated for the Council the controlling policies and guidelines to be followed including the Antitrust, Conflict of Interest Statements and Sunshine Law requirements.

**III. Revenue Report** – Kerigan reports of the best year to date in bed tax collections. We had a 51% increase this September compared to September 2010. Kerigan stated that we had an overall 20% increase for fiscal year compare to last.

**IV. Directors Report –**

- **Ken Foster – Bike Florida** – Foster introduced Bike Florida as a state wide non-profit organization. All the money that Bike Florida generates through their events goes directly into their programs which are focused on education and cycling. Foster stated that there will be roughly 300-400 people driving and riding their bikes through Gulf County next March. He mentioned they will be booking about 100 hotel rooms in Gulf County for them as well. The tour will take place March 24- 30<sup>th</sup> of 2012. Twenty-five percent of their participants are from Florida and the other 75% come from Georgia, Maryland, Iowa, Ohio and all of the country. Foster pointed out that they will spend about \$120,000 on this tour. Foster asked the board to consider a sponsorship level of \$10,000. Foster stated that they will spend that money back into this community with \$12,000 going to food, \$8000 for support services such as port-a-lets and transportation to

the hotels and marketing the area and tour through their pamphlets. Magidson made a motion to partner with Bike Florida at the \$10,000 sponsorship level with \$5000 coming out of our BP budget and \$5000 out of our TDC budget. Justice seconded. All were in favor.

- **Barb Van Treese – Christmas Festival and Golf Tournament** – Van Treese brought up that the St. Joseph Bay Country Club along with People Helping People will be putting on a Christmas Bazaar and Golf Tournament December 9<sup>th</sup> and 10<sup>th</sup> of next month. Golfers are asked to bring in a toy as their entry fee for which will go to Christmas for Kids of Gulf County as well as the money from the vendor's table space. Van Treese stated that in order to get more people to attend she asked the board for a \$500 sponsorship. This money will go to enhancing the overall prize money for the golf tournament. Justice motioned to give \$500 to enhance the prize for the Christmas Golf Tournament and Pettis seconded it. All were in favor.
- **Volunteer Sponsorship Levels** – Kerigan remarked that at last month's board meeting he was asked to come up with a structure for sponsorship appreciation for volunteers. Kerigan stated 10 hours of volunteerism with a maximum amount of \$1000 per organization and event. For instance for every 10 hours you would get \$50.00. This is a way for us to help some of our youth and community organizations. Magidson stated that we will have to rely on the leaders of those organizations to track their volunteers. Bogan mentioned to create a form that states the name of organization, person, hours, days, etc. to give to the leader of the organization to keep track of. Kerigan stated that as long as we can show that there is a tourism benefit to the event and that we need the extra hands to put on the event then this is a viable option. County Attorney Novak asked that we e-mail him the volunteer form we have so that he can add a liability waiver on there. Magidson makes a motion to accept this volunteer scale based upon the TDC's discretion for event help and Bogan seconded it. All were in favor.
- **Bridal Expo** – Kerigan discussed that this is an annual expo that he went to last year. There are numerous bridal expos but the two major ones are the Birmingham and Atlanta shows. The expos are January 15 and January 22<sup>nd</sup>. Last year Kerigan went with Jodi Perez of Provisions Catering and Elizabeth Wynn of Panache Tents and Events whom both do numerous events for weddings in Gulf County. Bogan stated that he would love to be able to go and help promote the area as well. Gerlach mentioned if Kerigan could push the "off season" to brides to get married as it is easier to accommodate them without the Sunday turnover in the summer season. Gerlach made a motion for Kerigan to attend the Bridal Expo's with a total maximum amount of \$3000. Magidson seconded it. All were in favor.
- **Snowbird Extravaganza** – Novak stated that this is a convention that the Mexico Beach CDC and the TDC have jointly participated in for the past 4 years. The two day convention will be in Lakeland, Florida. Gerlach mentioned that she thinks this is a great event as we have to continue to get these snowbirds here. Bogan made a motion for Novak to attend the Snowbird Extravaganza with a maximum amount of \$2000. Justice seconded it. All were in favor.

- **Visitor Guide Cover and Bid** - Kerigan stated that we need to go ahead and choose the cover for the 2012 Visitor guide as well as look over the bid that will be placed for printing the guides. Kerigan mentioned he put quantities together for 40,000, 50,000 and 60,000 guides to be printed. This year the TDC went through 60,000 guides so it will most likely continue that way going forward. These are the same specifications as last year with the addition of and PDF/Epson hard copy proof and printing and shipping quote included. The bids would be open on November 29<sup>th</sup> at 10:00 am EST. Pettis made a motion to accept the bid as it has been prepared and Justice seconded. All were in favor. The board narrowed down to two covers options. The board agreed to see more font cover options for the two covers at the next board meeting.
- **TDC Board Meeting Date** – Kerigan suggested to the board on changing the board meetings to the first Tuesday of every month from Thursday. Kerigan commented that in order for our board to approve invoices and then get them into the consent agenda before the county commission meeting it would be best to move our meeting to Tuesday. Kerigan stated that he does not want to delay getting anyone paid and have outstanding invoices. County Attorney Novak mentioned that the cut-off date to get anything into the consent agenda is noon on the Wednesday before the county commission meeting. County Attorney Novak also stated that he amended our recommendations for the policies and procedures for the TDC to reflect that the TDC would be meeting on the first Tuesday of every month. Justice made a motion to move the TDC board meeting date to the first Tuesday of every month. Pettis seconded it. All were in favor.
- **County Policy for Invoice Approval** – County Attorney Novak mentioned he will have a copy of video of the last commission meeting at our next board meeting in case anyone did not see it. The Attorney indicted that we were encouraged to watch it as the commission recently put a unanimous motion in place to suspended spending authority for the TDC until they have an audit conducted by Ralph Roberson and his firm. Attorney Novak mentioned that Kerigan will be putting together a memo with invoices that need board approval for each board meeting. Attorney Novak stated to the board that they will vote on each invoice and then recommend to the county commissioners that they authorize that spending. Invoices that are suspended by the TDC are all invoices over \$5000, all BP invoices and Kerigan Marketing invoices as the BOCC had not approved their contract yet. Attorney Novak commented that after the audit has been completed there will be recommendations to the commission for financial regulations and how to structure the approval process. County Attorney encouraged the TDC board to talk with their commissioners, chairman and director about any comments, constructive criticism, or points of issue they may have since they are experts in tourism and promoting Gulf County. Attorney Novak provided a contract for Kerigan Marketing to the commission last Tuesday and the commission tabled it for further discussion. Bogan mentions that he was very upset by the allegations against him at the last board meeting. Bogan stated for the record that his business J Dawg production was the company behind the Pub Crawl and the Songwriters Fest. Bogan presented to the board his re-

imbursement packets for both events to show how all the money given to both events was spent including invoices and canceled checks.

Jack Kerigan pointed out that the Visit Gulf website visits are the only leading indicator of what is coming ahead. One example Jack mentioned is that the web site visits are up 54% from last September compared to this September. The Visit Gulf website traffic is 15-20% above the previous year. Overall the TDC Website traffic is up 61% for the entire year. Jack believes this was due to the interest in the area, all the advertising that is being done and the new events we had to promote.

Kerigan asked the board to look over the invoices that need approval. These invoices will go before the county commission for final approval. Kerigan also mentioned that he will add the Bridal Expo, Snowbird Extravaganza, Bike Florida event, Blast on the Bay Songwriters Festival and a St. Joe Electric Supply bill to the list of invoices for approval. Kerigan asked the board to entertain a motion for approval on all the invoices. Attorney Novak mentioned to the board if they had a question on a particular line item or invoice to identify it and exclude that item from the vote. Pettis made a motion for all invoices to be approved and pass through with no objections on any of them. Petrie seconded the motion. Bogan abstained from voting on Blast on the Bay Songwriters Fest. All were in favor with the exception of Bogan for Blast on the Bay for comments he stated earlier.

#### V. Old Business

- **Statecraft** – Mayor Magidson pointed out that Statecraft had just been re-instated this past Monday. Magidson assumed that during that time we contracted with Statecraft that they were not a legal entity. Magidson asked the County Attorney to determine if they were legal at the time and how it would affect the TDC contract.
- **Port St. Joe Redevelopment Association (PSJRA) Lease** – County Attorney Novak mentioned that PSJRA provided the TDC with a lease. The TDC is a lessee with the county so you will go through the lesser which is the City of Port St. Joe to get that approved. Attorney Novak gave Magidson the lease to have his council review and approve it.
- **Sunshine Law Video** – Kerigan reminded Justice and Petis that they still needed to watch the Sunshine Video and that their affidavits were needed.
- **Replacement on the TDC Board**- Gerlach mentioned that it had been brought up at one of the commission meetings that Bogan will be replaced on the TDC board. Gerlach wanted to know who that replacement was going to be. County Attorney stated that Bogan's spot on the board expires in December 2011. The commissioners made a recommendation for a new appointee. Attorney Novak stated the county commission re-appoints a person to be on the the TDC advisory board after their term is up. At this time no structure has been adopted by the

county commission yet. Kerigan asked the Attorney to make that a priority with the county because the TDC does need some direction on that.

- **New Years Eve Celebrate Safe, Celebrate Twice** – Novak brought up the annual event that Mexico Beach CDC and the TDC put on together. Novak mentioned that awhile back our board wanted to do a small fireworks show on New Years as a way to bring families here that would not be partaking in the late night shuttle bus event. Mexico Beach will be doing their own fireworks show at midnight so Novak asked if the board still wanted to pay to have their own fireworks show. Gerlach stated this was a great event last year and a great way to bring families here that normally would not come here that time of year. Novak stated BP funds could pay for fireworks, shuttle bus services, marketing and advertising the event. County Attorney stated that if the fireworks will be over \$5000 then we would need to get three verbal quotes. The TDC would need to put the three verbals together with our recommendation to the county commission board for approval. Gerlach made a motion to approve up to \$10,000 for the New Years Eve Event and Bogan seconded it. All were in favor.

#### **VI. New Business**

#### **VII. Next Meeting.**

The next TDC Board meeting will be held at 8:00 am Tuesday, January 3, 2011, at the Gulf County Welcome Center. There being no further business, the meeting was duly adjourned at 10:06 am.