
MINUTES OF MEETING

Each person who decides to appeal any decision made by the Board of Supervisors with respect to any matter considered at the meeting is advised that the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

**PIER PARK
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of Supervisors of Pier Park Community Development District was held on **Monday, August 11, 2014 at 10:05 a.m. (CDT)** at the Panama City Beach City Hall, 110 South Arnold Road, Panama City Beach, Florida 32413.

Present and constituting a quorum:

John Grueter	Board Supervisor, Vice Chair
Wes Payne	Board Supervisor, Assistant Secretary
Ken Goldberg	Board Supervisor, Assistant Secretary
Felicia Cook	Board Supervisor, Assistant Secretary

Also present were:

Brent Gardner	Board Supervisor, Former Chair <i>(via speakerphone)</i>
Debi Anderson	District Manager, Rizzetta & Company, Inc.
Tucker Mackie	District Counsel, Hopping Green & Sams, P.A.
Martin Horak	Property Manager
Michael Huesser	Representative, Simon Properties
Jason Conner	Representative, Valley Crest
Robert Carroll	District Engineer, McNeil Carroll Engineering, Inc. <i>(joined the meeting in progress)</i>
Audience	

FIRST ORDER OF BUSINESS

Call to Order

Ms. Anderson called the meeting to order and performed roll call.

SECOND ORDER OF BUSINESS

Audience Comments

There were no comments from the audience.

THIRD ORDER OF BUSINESS

**Consideration of Board Supervisor
Resignation (Brent Gardner)**

Ms. Anderson stated that she was in receipt of a letter of resignation from Brent Gardner and asked for a motion to accept it.

On a Motion by Mr. Payne, seconded by Ms. Cook, with all in favor, the Board of Supervisors accepted the resignation of Brent Gardner as Board Supervisor for the Pier Park Community Development District.

Ms. Anderson asked if there was any consideration of appointing a replacement to fill seat 2 with a term that expires in November of 2015. Mr. Gardner expressed his regret regarding having to resign his position and recommended that Mr. Michael Huesser be appointed as his replacement.

On a Motion by Mr. Payne, seconded by Mr. Grueter, with all in favor, the Board of Supervisors appointed Michael Huesser as Board Supervisor (seat 2) for the Pier Park Community Development District.

(Mr. Gardner left the meeting.)

Ms. Anderson, a Notary in the State of Florida, administered the oath of office to Mr. Huesser. Mr. Huesser and swore and affirmed to the oath of office as read into the record.

Ms. Anderson provided Mr. Huesser with a new Supervisor packet, briefly reviewing the various forms and their purposes, as well as the legal requirement to file an annual Form 1. Ms. Mackie provided a brief overview of the Florida Sunshine Law and the Code of Ethics for Board Supervisors, emphasizing the need to limit discussions on Board matters to during publicly advertised meetings of the Board, not responding to emails on Board business globally, and keeping personal records separate from District records.

Ms. Anderson stated that given the change in the Board and the fact that Mr. Gardner served as Chair, it would be appropriate to re-align the District officers. The following Board action was taken:

On a Motion by Ms. Cook, seconded by Mr. Goldberg, with all in favor, the Board of Supervisors approved Resolution 2014-09, appointing Michael Huesser as Chair, John Grueter as Vice Chair, and Wes Payne, Ken Goldberg, Felicia Cook, and Debra Anderson as Assistant Secretaries for the Pier Park Community Development District.

FOURTH ORDER OF BUSINESS

**Consideration of Minutes of the
Board of Supervisors' Meeting Held
on May 12, 2014**

It was noted that the minutes should read "Monday", May 12, 2014 not "Thursday".

On a Motion by Mr. Grueter, seconded by Ms. Cook, with all in favor, the Board of Supervisors approved the Minutes of the Board of Supervisors' Meeting held on May 12, 2014, as amended, for the Pier Park Community Development District.

FIFTH ORDER OF BUSINESS

**Ratification of Operation and
Maintenance Expenditures for April,
May and June 2014**

A brief discussion was held regarding some of the invoices and the services they represented.

(Mr. Carroll joined the meeting in progress.)

On a Motion by Ms. Cook, seconded by Mr. Goldberg, with all in favor, the Board of Supervisors ratified the Operation and Maintenance Expenditures for April 2014 (\$27,482.93), April 2014 OLTR (\$11,230.88), May 2014 (\$58,403.03), May 2014 OLTR (\$1,048,643.10), June 2014 (\$26,423.61), and June 2014 OLTR (\$16,151.52) for the Pier Park Community Development District.

SIXTH ORDER OF BUSINESS

**Acceptance of Minutes of the Audit
Committee Meeting Held on May 12,
2014**

On a Motion by Mr. Goldberg, seconded by Mr. Payne, with all in favor, the Board of Supervisors accepted the Minutes of the Audit Committee Meeting held on May 12, 2014 for the Pier Park Community Development District.

SEVENTH ORDER OF BUSINESS

**Consideration of Resolution 2014-10,
Ratifying the Sale of Series 2014
Refunding Bonds**

Ms. Mackie presented Resolution 2014-10, explaining that it approves the minor changes made to the exhibits of the Delegated Award Resolution that were approved by the Board in substantial form. Ms. Cook noted that it also includes the maps that were missing at the time the Board approved the resolution.

On a Motion by Mr. Goldberg, seconded by Ms. Cook, with all in favor, the Board of Supervisors approved Resolution 2014-10, ratifying the sale of the Series 2014 Refunding Bonds for the Pier Park Community Development District.

EIGHTH ORDER OF BUSINESS

**Public Hearing on Fiscal Year 2014/2015
Final Budget**

On a Motion by Ms. Cook, seconded by Mr. Huesser, with all in favor, the Board of Supervisors opened the Public Hearing on the Fiscal Year 2014/2015 Budget for Pier Park Community Development District.

Ms. Anderson briefly reviewed the proposed budget totaling \$656,539 with a General Fund amount of \$332,539, which represents a \$3,574 increase over the current year, or 1.01%, and an OLTR amount of \$324,000, which remains the same as the current year. A brief discussion ensued regarding various line items, specifically the added costs for establishing a website that was mandated by Florida legislative changes this year and landscaping costs. The Board opted not to use the email feature that is available as part of the website design at a cost of \$15.00 per Supervisor.

Ms. Anderson reviewed the Debt Service budget, upcoming payments, and the revenue recap. A brief discussion ensued and a request was made that the updated revenue chart be circulated to the Board and District Counsel following the meeting. There were no changes made to the proposed budgets nor were there any audience comments put forward.

On a Motion by Ms. Cook, seconded by Mr. Huesser, with all in favor, the Board of Supervisors closed the Public Hearing on the Fiscal Year 2014/2015 Budget for Pier Park Community Development District.

On a Motion by Ms. Cook, seconded by Mr. Grueter, with all in favor, the Board of Supervisors approved Resolution 2014-11, adopting the Fiscal Year 2014/2015 Budget totaling \$2,041,171.90 (\$656,539 – General Fund and \$1,384,632.90 – Debt Service) for Pier Park Community Development District.

Ms. Mackie confirmed that the Funding Agreement between the St. Joe Company and Simon Property Group is the same as those for prior years.

On a Motion by Ms. Cook, seconded by Mr. Huesser, with all in favor, the Board of Supervisors approved the Fiscal Year 2014/2015 Funding Agreement for Pier Park Community Development District.

NINTH ORDER OF BUSINESS

**Presentation of Landscape Maintenance
Proposal Review Committee's
Recommendations**

Ms. Anderson provided a brief synopsis of the events leading up to the Committee's review of proposals for landscape maintenance services and subsequent rankings of the firms.

She stated that Bay Landscaping was ranked first with 99.5 points, Valley Crest ranked second with 98 points, and HerbaFex third with 51 points.

On a Motion by Ms. Cook, seconded by Mr. Goldberg, with all in favor, the Board of Supervisors adopted the rankings of the Landscape Maintenance Review Committee and authorization to award the contract for Landscape Maintenance Services to Bay Landscape for Pier Park Community Development District.

TENTH ORDER OF BUSINESS

**Consideration of Audit Services
Engagement Letter**

Ms. Anderson stated that Carr, Riggs, & Ingram agreed to the Board's request to hold the fee for the 2013/2014 audit at \$4,500 and includes the option for two renewals. District Counsel stated that her firm has not had the opportunity to review the letter since the initial changes were made and asked that any motion to approve be pending their review.

On a Motion by Mr. Payne, seconded by Mr. Goldberg, with all in favor, the Board of Supervisors approved the Engagement Letter from Carr, Riggs & Ingram for Auditing Services for Fiscal Years 2013/2014, 2014/2105, and 2015/2016 for Pier Park Community Development District.

ELEVENTH ORDER OF BUSINESS

**Consideration of Revised Disclosure of
Public Finance**

Ms. Mackie stated that this document is required to be recorded in the public records and therefore given the recent refunding, it is necessary to file an amended disclosure relative to the new terms of the bonds. She stated that the draft version found in the agenda book will be amended to reflect the change in Board Chair.

On a Motion by Mr. Payne, seconded by Mr. Grueter, with all in favor, the Board of Supervisors approved the revised Disclosure of Public Finance in substantial form and authorized District Counsel to file it with the County for Pier Park Community Development District.

TWELFTH ORDER OF BUSINESS

**Consideration of Resolution 2014-12,
Setting the Meeting Schedule for Fiscal
Year 2014/2105**

Ms. Anderson reviewed the current meeting schedule and stated that she has confirmed with City Hall that the room is available should the Board decide to keep the same schedule. A brief discussion ensued regarding the November meeting date and the fact that the first Monday falls close to Veterans Day and it was decided to move the meeting to the November 17, 2014. Ms. Anderson read the proposed meeting dates into the record.

On a Motion by Ms. Cook, seconded by Mr. Grueter, with all in favor, the Board of Supervisors approved Resolution 2014-12, Setting the Meeting Schedule for Fiscal Year 2014/2015 as November 17, 2014, February 9, 2015, May 11, 2015, and August 10, 2015 at 10:00 a.m. (CT) at the Panama City Beach City Hall, located at 110 South Arnold Road, Panama City Beach, FL 32413 for Pier Park Community Development District.

THIRTEENTH ORDER OF BUSINESS

Staff Reports

- A. District Counsel
Ms. Mackie stated that her firm would be working with the District Manager to prepare the award notices for the landscaping services.
- B. District Engineer
No report.
- C. District Manager
Ms. Anderson stated that she will be receiving a couple of different quotes for the District's insurance needs for fiscal year 2014/2015. She asked that the Board authorize a point person to work with her on this matter, noting that they would come back to the Board for ratification at the next meeting. A brief discussion ensued regarding the limited number of firms issuing the public officials liability insurance.

On a Motion by Ms. Cook, seconded by Mr. Payne, with all in favor, the Board of Supervisors authorized Mr. Grueter to work with the District Manager on the selection of insurance coverage for Pier Park Community Development District.

- D. Property Manager
There were no questions on the report that was included in the agenda book.

FOURTEENTH ORDER OF BUSINESS

Supervisor Requests


There were no requests from the Supervisors.

FIFTEENTH ORDER OF BUSINESS

Adjournment

On a Motion by Ms. Cook, seconded by Mr. Huesser, with all in favor, the Board of Supervisors adjourned the meeting at 10:50 a.m. (CDT) for Pier Park Community Development District.


Secretary / Assistant Secretary


Chairman / Vice Chairman