



Meeting Date: December 15, 2016

Agenda Item: 7-C

Report to Town Council

Topic: Consideration of appointments to the Historic & Archeological Preservation Advisory Board

Recommended Motion: Due to the multiple reappointments within this item, Council should first determine whether to do this via one motion or multiple motions. Of course, Council is free to move any of these individuals around into any open board seat of their choosing within the motion.

Approval / denial of the reappointment of Jo Anne Hamilton to Seat #1, Phyllis Campbell to Seat #2 and Liz Finch to Seat #3 of the Historic & Archaeological Preservation Advisory Board for a three-year term with an expiration date of December 31, 2019.

Summary: Please see attached staff report.

Requested by: Ms. Hunt, Board Secretary

Approved by: Ms. Witt, Town Manager



MEMORANDUM

Town of Ponce Inlet, Town Manager Department

The Town of Ponce Inlet staff shall be professional, caring and fair in delivering community excellence while ensuring Ponce Inlet citizens obtain the greatest value for their tax dollar.

To: Jeaneen Witt, Town Manager
From: Peg Hunt, Administrative Assistant/Board Secretary
Date: December 1, 2016
Subject: Consideration of Appointments to the Historic Board

MEETING DATE: December 15, 2016

The Historic Enforcement Board consists of five (5) Regular members and two (2) Alternate seats. Both Alternate seats have been vacant for over a year, with no applicants or residents expressing interest. All Board vacancies are posted on the Town's website, in the Town Hall kiosk, and announced at various meetings throughout the year. As of today's date, there are no applications for (new) board membership.

On December 31, 2016, the terms for Seat #1 (held by Jo Anne Hamilton), Seat #2 (held by Phyllis Campbell) and Seat #3 (held by Liz Finch) will expire. These seats are three-year terms, with a new expiration date of 12/31/2019. Ms. Hamilton, Ms. Campbell, and Ms. Finch have each expressed interest in continuing to serve on this Board.

For your reference, staff has provided the 2016 Annual Boardmember Meeting Attendance Record, depicting each board member's meeting attendance. Staff will continue to advertise the two Alternate seats (#1 & #2), with seat terms expiring bi-annually on December 31st. Staff will continue to advertise the vacant positions as per the Town's policy.

Thank you for your considerations.



Peg Hunt, Board Secretary

December 1, 2016
Date

Attachment(s):

1. Emails from each member requesting re-appointment
2. 2016 Board member attendance matrix

/ph

Hunt, Peg

From: Joanne Hamilton [hamiltonfla@bellsouth.net]
Sent: Tuesday, November 01, 2016 7:35 PM
To: Hunt, Peg
Subject: Re: Boardmembership term expiring

Peg and Board Members

It will be a pleasure and a blessing to continue to serve on the Ponce Inlet History Board.

JoAnne Hamilton
November 1 2016

Sent from my iPad

On Nov 1, 2016, at 3:25 PM, Hunt, Peg <phunt@ponce-inlet.org> wrote:

Miss Jo Anne,

Yes, I sent a letter to you (copy attached) and yes, please confirm in writing (email is fine) if you wish to continue to serve on the Historic Board. Thanks so much for your service and I look forward to continuing working with you. Please let me know if you have any other questions.

Sincerely,
Peg Hunt, Administrative Assistant
Town of Ponce Inlet
4300 S Atlantic Ave, Ponce Inlet, FL 32127
Serving Ponce Inlet since 1998
Phone: 386-236-2180
Fax: 386-322-6717
www.ponce-inlet.org

The Town of Ponce Inlet staff shall be professional, caring, and fair in delivering community excellence while ensuring Ponce Inlet citizens obtain the greatest value for their tax dollar.

PLEASE NOTE: Please do not send any personal e-mail to this address. Florida has very broad public records laws. Most written communication to or from Town of Ponce Inlet officials and employees regarding public business are public records available to the public and media upon request. Your e-mail communications may be subject to public disclosure. Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

"Those who can ... do; those who can do more ... *volunteer!*" - Author unknown

<image003.jpg>

<2016 Hamilton Re-appointment ltr 10-19-16.pdf>

Hunt, Peg

From: Liz [lfinch@rocketmail.com]
Sent: Saturday, October 22, 2016 3:42 PM
To: Hunt, Peg
Subject: Historic Board Term

Dear Peg,
I would like to continue to serve on the Historic & Archaeological Preservation Advisory Board.
Thank You,
Liz Finch

Sent from my iPad

Hunt, Peg

From: Phyllis Campbell [phylcamp@cfi.rr.com]
Sent: Thursday, November 03, 2016 10:29 AM
To: Hunt, Peg
Subject: Reappointment to the Historic and Archaeological Preservation Advisory Board

Dear Peg:

I would like to be reappointed to the HAP Advisory Board for another term. Please let me know if I need to do anything else to be considered.

Thanks for your help.

Phyllis Campbell



**TOWN OF PONCE INLET
HISTORIC & ARCHAEOLOGICAL PRESERVATION ADVISORY BOARD**

MEMBER ATTENDANCE RECORD - 2016

NAME	Rolling year ends	2016												Total # of absences			
		January	February	March	April	May	June	July	August	September	October	November	December		Total # of meetings		
Hamilton, Jo Anne	N/A	P	P		P	P		P	P								
Campbell, Phyllis Chairperson	N/A	P	P		P	P		P	P								
Finch, Elizabeth Vice-Chairperson	N/A	P	P	C ¹	P	P	C ¹	P	P	C ¹	C ¹	C ¹	C ¹				5
Jerson, Carol	5/17	P	P		P	A		P	P								
LaBarre, Elviria	5/17	P	P		P	A		P	P								
Alternate #1 Vacant		Vacant – no applications received or interest expressed. Vacancies are continuously posted on the Town's website and in the kiosk at Town Hall.															
Alternate seat #2 Vacant																	

Legend:

P = Present A = Absent LOA = Leave of Absence C¹ = Cancelled, no agenda items C² = Cancelled, no quorum

Notes: N/A

Prepared & submitted by:

Peg Hunt
Peg Hunt, Town Board Secretary