

Port St. Joe Redevelopment Agency
Board of Directors
Gulf County Welcome Center Conference Room
150 Captain Fred's Place

MEETING MINUTES

February 21, 2013

10:00 AM

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, and to stimulate economic growth within the Agency's District.

ATTENDANCE

Willie Ramsey	Chairman	(WR)	Absent (Excused)
Boyd Pickett	Vice Chair	(BP)	Absent (Excused)
Aaron Farnsley	Treasurer	(AF)	Present
Linda Gant	Director	(LG)	Present
Clarence Monette	Director	(CM)	Present
Marie Todd	Director	(MT)	Present
Bo Spring	Director	(BS)	Present
John Jenkins	Director	(JJ)	Present
Michael McKenzie	Director	(MM)	Present (11:25 AM)
Gail Alsobrook	Executive Director	(GA)	Present

Voting Key – (motion by / second by, votes for – votes against)

I. Call to Order - The meeting was called to order by the treasurer at 10:03 AM.

II. Citizens to Be Heard

None.

III. Consent Agenda - The minutes of the January 17 regular meeting were approved (BS/MT, 6-0).

IV. Agency Operations

A. The financial report was presented and approved without modification (JJ/CM, 6-0).

B. Governance

1. Provisional Members

Patti Blaylock has agreed to serve as a Provisional Director, and the board confirmed this appointment (MT/BS, 6-0). The City approved the

appointment of Mrs. Blaylock at the 2/19 commission meeting (PM/BK, 5-0). The second Provisional Director, Brian Hill, has been expressed interest and is obtaining approval from his current employer prior to a final commitment.

2. Ethics and Exceptions

A presentation on ethics and exceptions by Attorney Tom Gibson has been tabled until next month. The board discussed the exceptions to doing business with one's own agency. Because we are a small community with limited professional resources, the board wishes to continue to allow directors to submit sealed, competitive bids in strict accordance with FS 112.313(12):

- a. Neither the official nor his or her spouse or child have attempted to persuade agency personnel to enter the contract.
- b. Disclosure of the interest of the official, spouse, or child and the nature of the business must be filed prior to or at the time of submission of the bid on Commission FORM 3A with the Supervisor of Elections.

and FS 112.3143:

- a. File a FORM 8B with the PSJRA: "A person holding elective or appointive county, municipal, or other local public office MUST ABSTAIN from voting on a measure which inures to his or her special private gain or loss." This form shall be incorporated into the minutes of the meeting.

The process and requirements will be discussed, fully understood, and confirmed in detail through dialogue with Attorney Gibson at the next regular meeting.

C. Reporting

A draft of the FY 11-12 Annual Report was presented to the board for review and comment prior to the publication deadline of March 31.

D. Communication with City Officials

GA will schedule lunches with each City Commissioner in an effort to improve communication, collaboration, and cooperation. One director will attend each lunch meeting. GA will also continue coordinating a meeting through Tom Gibson to meet with Jim Anderson in pursuit of the same goals.

V. Project Status Report

Lighthouse Relocation Status

Preble-Rish has offered to conduct project management services at no cost to the city to move and re-establish the lighthouse and accompanying structures. The city will publish an RFQ for a professional fund-raiser to obtain required funds. The Board voted (BS/LG, 6-0) to invite the Mayor to our next meeting to discuss status of and plans for the lighthouse compound relative to the PSJRA.

VI. Grant Program Status Report

A. Grant Report

1. USDA/RBEG - MLK Sidewalk Grant: A public workshop will be held on Tuesday, February 26, at 6 PM at the WIG Building. All PSJRA Directors are encouraged to attend.
2. BP - New Banner Program: Coast2Coast Printing, having submitted the low bid of \$9950 and having met all criteria, was awarded the project for (1) setup for each of five banner designs; (2) fabrication of 75 banners, and (3) 50 sets of Bannerflex III hardware.
3. FDOT - Phase IV Landscape: The bid package from the low bidder, Piney Grove Landscape, was discussed due to the following concerns:
 - The bidder is located approximately 100 miles away, and the 12-month maintenance is to be performed by a local subcontractor who does not hold the required certification for pest control.
 - There is concern that the local subcontractor is a one-man operation with limited commercial experience. No project list was provided. The bidder expressed “complete trust” with the subcontractor having talked to “several of their references.”
 - The bidder states they will travel to the project once each month during the 12-month warranty period. At 200 miles per round trip and utilizing IRS mileage rates, their fuel and vehicle wear-and-tear would be over \$1300 in direct cost—equaling nearly 1/3 of the total cost for maintenance. The concern is that the pest control, plant replacement, and professional oversight as needed would not be sustainable. At a time when the major portion of the contract is complete and paid in full, the \$3600 may not sustain the level of service currently promised or anticipated for the maintenance, pest control, and warranty.
 - The bidder states they will replace any dead plant material at quarterly visits, leaving the concern of dead plant material remaining for up to three months at a time.

- Several line-items costs are significantly lower than the other bidders, leading to concern over the quality of product utilized, the labor to be expended, and the ongoing quality of the finished product:

	Low Bidder	Second Low Bidder	High Bidder
Topsoil Improvements	\$200	\$2,230	\$12,135
Pinestraw Mulch – min 6" deep	\$515	\$2,059	\$2,470
Weed Block Fabric	\$515	\$2,520	\$2,264
Irrigation System	\$4,200	\$7,375	\$18,500
12-Month Maintenance & Warranty	\$3,600	\$7,872	\$6,000

The Board voted to table the award (BS/CM 6-0) and instructed GA to discuss with FDOT to determine the most equitable approach to this project: (1) requirement to award to low bid regardless of the concerns; (2) award to the second lowest bidder; (3) reject all bids and rebid entire project.

4. BayPark Master Plan: The final deliverable is being completed by the Associates LLC: *A comprehensive plan incorporating and coordinating all anticipated uses, landscape strategy, architectural visioning, lighting, educational strategy (including placement of display/ kiosks, benches, trash receptacles), power distribution, security, and other components.* The controversial elements (sunken ship and recreational elements in the water) have been removed.
5. Deck at BJR Memorial Parking Lot: The bid package is posted on the website, and a few requests for information have been received.
6. Langston Drive: The information for applications is being improved to be more comprehensive and to include additional technical data.
7. Lighthouse Relocation Documentary: Both the city and the PSJRA will review the bids. Because the city is noted as the source of review and award, the PSJRA will allow the city to take the lead on the award but will review the submissions and be available to provide input.
8. Washington Gym Complex: The Board has instructed GA to obtain all baseline information available on the Washington Gym and to present a plan to assist in the repair/renovation/expansion as needed at the next regular meeting. The Board also requests all grants be entertained, including those requiring matching funds even if they exceed the current \$15,000 budgeted amount for the expanded area. Expenditure of TIF funds outside the area may be approved through interlocal agreement.

B. Façade Grant Program

1. The Board voted to award \$404.55 to Keith Nichols of Coastal Connection TV for new signage.
2. A request for an application was received from Clayton Studstill.
3. The windows are being installed at the No Name Café and Laundry Basket.

VII. New Business

A. Chamber Dinner: The following will attend the Chamber Dinner and sit at the PSJRA table: Mr. and Mrs. Willie Ramsey, Mr. and Mrs. Aaron Farnsley, Mrs. Linda Gant and Mr. Shannon Gant, Gail Alsobrook, and Michael McKenzie.

B. Office Relocation: The Board agreed to the relocation of the PSJRA office to the Chamber/EDA building on or about April 1 at the same rent of \$350. Additional details remain outstanding and will be provided as they are confirmed, e.g. one-time expenses and ongoing increased expenses. These will be provided to the City to work out with the County.

C. Port Authority Projects: The Board tabled discussion on any Port Authority low-dock project for the time being.

D. BP Tourism Grant: A new grant opportunity is available, and GA will email the Board with ideas for submission.

E. Next Meeting

1. The next meeting will be held on Thursday, March 21, at 10 AM. GA will advertise accordingly

VIII. Meeting Adjournment - The meeting was adjourned at 11:45am (BO/CM, 7-0).

Approved:


Aaron Farnsley – Treasurer


Marie Todd – Director