

Port St. Joe Redevelopment Agency
Board of Directors
Gulf County Chamber of Commerce Conference Room
406 Marina Drive

MEETING MINUTES

November 21, 2013

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

Boyd Pickett	Chair	(BP)	Present
Bo Spring	Vice Chair	(BS)	Present
Aaron Farnsley	Treasurer	(AF)	Present
Patti Blaylock	Director	(PB)	Present
Linda Gant	Director	(LG)	Present
Brian Hill	Director	(BH)	Present
Michael McKenzie	Director	(MM)	Present
Clarence Monette	Director	(CM)	Present
Willie Ramsey	Director	(WR)	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 by the Chair at 10:00 AM.

II. Citizens to Be Heard

None

III. Consent Agenda - The minutes of the October regular meeting were approved with one revision: on page two, “contracted” was revised to “contractor” (BP/CM, 8-0).

IV. Agency Operations

A. The financial report was presented/approved without modification (AF/BS, 8-0).

B. The FY 14 budget was adopted (PB/MM, 8-0).

1. Under Professional Services, \$500 was deleted for Accounting as Director Michael McKenzie has offered to provide that service gratis.
2. Under Professional Services, Tom Gibson was approved as the Attorney of Record for the Agency (PB/MM, 8-0).
3. Under Downtown Improvements, a line item for Reid Avenue tree lights was added in the amount of \$30,000. The Board proposes this project be planned in collaboration with the City to coincide with repair of potholes/depressions at parking-spaces. To provide electrical to each tree would be cost-prohibitive but would be easily combined with any future rehabilitation of parking spaces.

4. Under Downtown Improvements, a line item for Business Promotion Signage was added in the amount of \$15,000.

V. Governance

- A. Sunshine Video: All Directors who have viewed the video signed an affidavit, which shall be filed with the City. Those who have not yet seen it will view it at home and turn in the signed affidavit.

VI. Grant Program Status Report

A. Grant Report – Existing Grants

1. USDA/RBEG - MLK Sidewalk Grant: Under the management of Clay Smallwood, the bid was value engineered to equal the original budget. The board voted (AF/LG, 8-0) to pay PRI for services rendered on this project, including the PER and a portion of engineering fees, to equal the PSJRA's required match of \$12,000.
2. FDOT – Phase IV Landscaping: The irrigation lines have been installed, and the contractor is currently on schedule. The PSJRA is appreciative of the ongoing collaboration and involvement of the City Manager and Director of Public Works.
3. George Core Park – The PSJRA will approach the City to request permission to move forward research and public workshops for the following improvements to George Core Park: GA will approach the Chamber of Commerce for potential collaboration in the band shell and electrical infrastructure improvements. Identified grant opportunities will be presented to the City at the time approval to move forward with the projects is requested.
 - Band shell improvements
 - Walkway improvements, including permanent seating, wayfinding, and fire pits.
 - Improve electrical infrastructure at and around the band shell site.
4. Gulf Coast Tourism Promotion - Lighthouse Relocation Documentary: The grantor has extended the deadline for the documentary to April 30, 2014.
5. Langston Drive – The Safe Route to School grant, that will provide sidewalks along Langston Drive, has been sent to the scheduling entity with FDOT's recommendation to fund. The schedule will be set on December 3, at which time the PSJRA will return to Jessie Ball duPont to request funds for the lights.
6. Saltair Market – The Ford Foundation has been identified as a potential funder. Their LOI process will respond to let us know if we have approval to submit a complete application.
7. Kiosks at Deck at Billy Joe Rish Parking Lot – Engineering studies will determine any limits in size/weight of the kiosks.

B. Façade Grant Program

1. Polished Nail Boutique was awarded \$557.10 (BS/AF, 8-0) for a building sign and blade sign. Bids were received from Coast2Coast and The Marketing Store, with The Marketing Store being the low bidder.

VII. Project Status Report

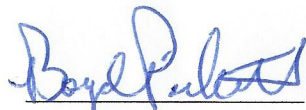
- A. Deck at BJR Memorial Parking Lot: The board will meet at the deck at 11:30 AM on Thursday, December 5 to seal the deck. Bo will provide handles, and GA will provide six rollers and paint trays.

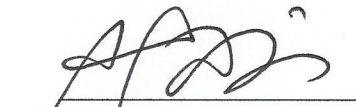
VIII. New Business

- A. The Board approved GA's participation with the City PDRB on the sign ordinance (MM/LG, 8-0).
- B. The Board asked GA to investigate the potential to add one TOD sign at the corner of US-98 and SR71 to draw attention to the shopping available on Reid Avenue.
- C. The board approved \$450 to the City of Port St. Joe to assist with the purchase of pine straw for the US-98/SR-71 landscaping.
- D. The Board requested GA update the PSJRA seven-year overview to distribute to Commissioners and other interested parties.
- E. The next meeting will be held on Thursday, December 19, at 10 AM at 406 Marina Drive.

IX. Meeting Adjournment - The meeting was adjourned at 11:35 (BH/BS, 8-0).

Approved:


Boyd Pickett – Chair


Bo Spring – Vice Chair