

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

MEETING MINUTES

July 18, 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

Willie Ramsey	Chairman	(WR)	Present
Boyd Pickett	Vice Chair	(BP)	Present
Aaron Farnsley	Treasurer	(AF)	Present
Linda Gant	Director	(LG)	Present
Clarence Monette	Director	(CM)	Excused Absence
Marie Todd	Director	(MT)	Present
Bo Spring	Director	(BS)	Present
John Jenkins	Director	(JJ)	Excused Absence
Michael McKenzie	Director	(MM)	Present
Brian Hill	Provisional Director	(BH)	Present
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 10:02 AM.

II. Citizens to Be Heard

A. None.

III. Consent Agenda - The minutes of the June 20 regular meeting were approved (AF/MT, 7-0) without correction.

IV. Agency Operations

A. The financial report was presented/approved without modification (BP/LG, 7-0).

B. Budget

1. The board will continue to consider the budget for FY2014. The board voted (AF/BP, 7-0) to amend the “grant” line items to include “grant administration.”

V. Governance

- A. The board elected officers for FY14: Chair: BP (MT/LG, 6-0 with BP abstaining); Vice Chair: BS (MT/LG, 6-0 with BS abstaining); and Treasurer: AF (MT/LG, 6-0 with AF abstaining).
- B. The board will review the Provisional list during the August meeting and revise/amend as needed. Since the Provisional list was created, Anna Duren and Ron Reid have become engaged to be married. Therefore, GA will contact both to determine which is available and willing to serve. Leisa Pickett remains on the list. WR is considering being added to the list to continue service on the board.

VI. Grant Program Status Report

A. Grant Report – Existing Grants

1. CPI Grant – Lighthouse Foundation: The City continues to work closely with the project manager and design team for the lighthouse foundation design and construction. The board voted (BP/AF, 7-0) to completely relinquish management of the grant to enable the City to continue to manage their process. The PSJRA shall provide the City with the \$30,000 match (less in-kind match such as permit costs, estimated at \$2,217) and up to an additional \$20,000 as needed for the foundation construction.
2. USDA/RBEG - MLK Sidewalk Grant: The project is moving forward under the project management of Clay Smallwood, PRI, and is being coordinated with the CDBG grant scope of work.
3. FDOT – Phase IV Landscaping: The Schedule of Values and Scope of Work are under review by FDOT, Public Works, and Preble-Rish. Comments and recommendations are being considered and included as relevant.
4. FDEP - BayPark Master Plan: Focus Group Chair Steve Newman will schedule a meeting to approve the conceptual plan. The PSJRA will pay particular attention to any maintenance requirements of each element of the plan. The PSJRA will continue to work with the community to ensure their opinions are heard, including those who wish to incorporate/reincorporate family-friendly elements. The final application for reimbursement has been submitted to the grantor, and the final report is in process.
5. USDA RBEG - Deck at BJR Memorial Parking Lot: The construction is proceeding after encountering delays due to extensive rain and standing water in the pond.
6. Gulf Coast Tourism Promotion - Lighthouse Relocation Documentary: The team has visited twice to research, film, and interview locals. AF noted that he has contacts in the Public Television sector and can help with promotion of the documentary.

7. Langston Drive: The City has confirmed that 16-foot poles are acceptable. Upon notification that the PRI sidewalk grant is close to approval, the PSJRA will submit the lighting grant to the Jessie Ball DuPont Foundation.
8. Washington Complex Playground System: GA will move forward with the grant requests for this item. Exact location at the Washington Complex is TBD. The board discussed maintenance of the equipment, which has a life-time warranty, and the PSJRA will not assume any responsibility for vandalism or abuse.

B. Façade Grant Program

1. Black's Island Trading Company was awarded \$1902.35 for the materials and labor to paint the exterior (BP/AF, 6-1).
2. PoJo Place was awarded \$5,000 for materials and labor to clean/patch/paint the exterior, install new awning material, and building sign (BP/MT, 7-0).

VII. Project Status Report

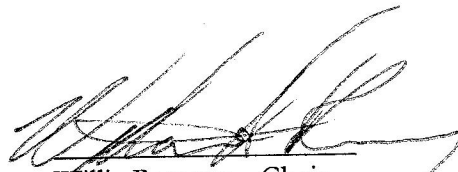
- A. Dr. Joe Shade Cover: No forward motion to date; GA will followup with Monumental Fabrication to determine the schedule.
- B. Banner Art Collateral Material: Pursuant to board vote (BS/LG, 7-0), GA will create an implementation program for use of banner art in posters and note cards, including specifications and pricing, to be fabricated and sold by retailers within the CRA. This plan will be reviewed at the next board meeting.


VIII. New Business

- A. GA will update the website to reflect the new office location and delete the fax number.
- B. The next meeting will be held on Thursday, August 15, at 10 AM at the new location at 406 Marina Drive.

IX. Meeting Adjournment - The meeting was adjourned at 11:47 (LG/MT, 7-0).

Approved:


Willie Ramsey – Chair


Boyd Pickett – Vice Chair
AARON FARNSLEY, TREASURER