

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

**MEETING MINUTES**  
September 19, 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)	Absent
Linda Gant	Director	(LG)	Present
Clarence Monette	Director	(CM)	Present
Marie Todd	Director	(MT)	Present
Bo Spring	Director	(BS)	Present
Michael McKenzie	Director	(MM)	Absent
Patti Blaylock	Provisional Director	(PB)	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 Vice Chair at 10:01 AM, and the meeting was passed to the Chair at 10:03 AM.

**II. Citizens to Be Heard**  
None

**III. Consent Agenda** - The minutes of the August 15 regular meeting were approved (BS/LG, 6-0) without correction.

**IV. Agency Operations**

- A. The financial report was presented/approved without modification (CM/BP, 6-0).
- B. Budget
  - 1. The draft budget will be provided for consideration after receiving the final millage rates from the City and County.
- C. Executive Director Employment Agreement
  - 1. The FY14 executive director's employment agreement was passed and executed (BS/BP, 6-0).

## V. Governance

- A. The Chair welcomed new board members, Patti Blaylock and Brian Hill, who will take their seats officially at the October 17 meeting. Retiring Director, Marie Todd, was thanked by all for her service.
- B. The Directors will consider a new slate of Provisional Directors to provide to the City for approval. The following names are under consideration at this time:  
Clay Smallwood, David Goodson, Darius Chambers, Leisa Pickett, Ron Reid, Kay or Mark Haddock, Natalie Shoaf, Sabrina Burke, and Jack Husband. Additional names may be added to the list over the next few months.

## VI. Grant Program Status Report

### A. Grant Report – Existing Grants

1. FDEP - BayPark Master Plan: Closed.
2. BP Downtown Brochure and Banner Program: Closed.
3. 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.
4. FDOT – Phase IV Landscaping: Although the City awarded the project to the apparent low bidder, Leake Landscape, the bidder omitted scope and substituted scope. The next low bidder, Coastal Design and Landscape intends to file a protest. The PSJRA has provided the City with a memo, outlining the process with Leake Landscape.
5. USDA RBEG - Deck at BJR Memorial Parking Lot: The wood sealer has been purchased. GA is working with City Building Inspector Bo Creel to determine options for signage/kiosk on the deck to promote local business. Bo Spring/Big Fish Construction has offered to construct at no cost an additional access ramp to the deck from US 98. GA will present the offer to the city for approval.
6. Gulf Coast Tourism Promotion - Lighthouse Relocation Documentary: The team made a public records request of the PSJRA to provide all information relevant to the lighthouse move.
7. Langston Drive – The award status of the Safe Route to School grant will be available in October, and GA will followup with the FDOT grant administrator. If this grant is approved, GA will resume discussion with the Jessie Ball DuPont Foundation to fund the lights.
8. Washington Complex Playground System: GA met with the FRDAP committee to solicit approval to submit a second grant to FRDAP for playground equipment, which was accomplished. The City subsequently approved the action. The PSJRA published a scheduled a workshop for Tuesday, September 24, at 6 PM at the WIG.
9. Low Docks at Jetty Park and Kiosks at BJR Deck: GA met with USDA to discuss the potential of RBEG funds for the projects. Both projects appear to qualify, and

Mary Gavin of USDA will review one-page summaries of the projects for further comment. RBEG is not due until April 2014.

B. Façade Grant Program

1. The Laundry Basket/No Name Cafe requested an extension to submit documents required for reimbursement. The board (BP/MT, 6-0) granted an extension to October 17, 2013.

**VII. Project Status Report**

A. BayPark Master Plan

1. WR and CM will be present and prepared to speak publicly when the BayPark Master Plan is formally presented to the city for conceptual approval.
2. The board and GA will meet with commissioners individually to present the plan and executive summary.
3. GA will move the final paragraph to the front of the executive summary document and emphasize the conceptual nature of the plan as possible.

B. Downtown Maintenance Annual Contract

1. GCPS was the low bidder and was awarded the annual contract for landscape maintenance at Reid, Williams, and BJR Parking lot for FY 2014 for \$6,330 (BS/BP, 6-0).

**VIII. New Business**

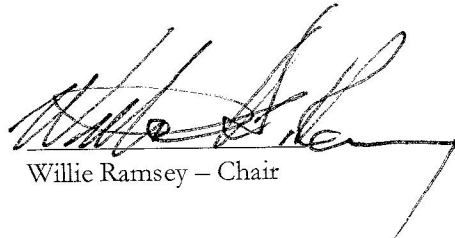
A. City of Port St. Joe Affordable Housing

1. The City's affordable housing consultant has invited GA to join a committee to master plan the housing/industrial park connection. GA will gather additional information, including the legal description of the proposed site to compare with the RA boundaries and report back at the next meeting.

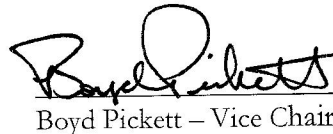
B. The next meeting will be held on Thursday, October 17, at 10 AM at 406 Marina Drive.

**IX. Meeting Adjournment** - The meeting was adjourned at 11:08 (BS/BP, 6-0).

Approved:



Willie Ramsey – Chair



Boyd Pickett – Vice Chair