

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

MEETING MINUTES

April 18, 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)	Present
Boyd Pickett	Vice Chair	(BP)	Present
Aaron Farnsley	Treasurer	(AF)	Present
Linda Gant	Director	(LG)	Present
Clarence Monette	Director	(CM)	Present
Marie Todd	Director	(MT)	Present
Bo Spring	Director	(BS)	Excused Absence
John Jenkins	Director	(JJ)	Present
Michael McKenzie	Director	(MM)	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 10:06 AM.

II. Citizens to Be Heard

- A. Office Relocation:** Jennifer Jenkins, Executive Director of the Tourist Development Council, provided the board with an overview of the reasons the TDC has requested full use of the building, requiring the PSJRA to relocate:
1. The staff has grown from two to four.
 2. An intern will begin work on May 19.
 3. The 80 partners visit the facility and require the back-of-house space.
 4. There exist safety concerns relative to the current make-shift setup of office furniture.
- B. Façade Grant Application:** Nick Dilallo, Property Owner/Developer and Patrick Jones, on behalf of Mr. Dilallo as real estate broker.

Mr. Dilallo and Mr. Jones, on behalf of Mr. Dilallo, requested the reconsideration of the facade grant application, previously presented to the board at the March 28th meeting. They based the request on the unique and unavoidable circumstances that affected the ability to schedule some of the improvements prior to the submittal of Mr. Dilallo's façade grant application and asked the board consider funding one

pending improvement and retroactively funding a single line item. The single line item met all established grant program criteria relative except timeline.

The board engaged in an extended discussion regarding the merits of the exception and more specifically, how to ensure any exception granted met the fundamental requirements of keeping with the established purpose and goals of the façade grant program and that it is a responsible use of public funds. The discussion then focused on in the event an exception is granted, how to ensure any deviation in procedure would be considered unique, subject solely to approval of the board and not create any precedent affecting previous board action. From this discussion, the board voted (MM/AF, 8-0) to add the following language to the Façade Grant Application: *Any work performed prior to written approval is done so at the risk of the applicant. Should circumstances exist that create deviations from the approved PSJRA Façade Grant Guidelines, Timeline, or Color Palette; they will be reviewed on a case-by-case basis for approval or denial by the PSJRA Board of Directors.*

The board voted (BP/LG, 8-0) to approve Mr. Dilallo's application for two line items: glass and frames for doors/windows and awning design/fabrication/installation, for a total award of \$10,000. This award was made due to extenuating circumstances in meeting critical construction/permitting dates that impeded Mr. Dilallo's ability to remain inside the PSJRA timeline. The award is dependent on receipt of the second competitive bid on the glass. This property has been awarded the maximum allowed and may not seek additional funding from the PSJRA for a period of five (5) years.

III. Consent Agenda - The minutes of the March 28 regular meeting (MM/MT, 8-0) were approved.

IV. Agency Operations

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

B. FY 2013 Budget

1. The Board was encouraged to begin considering the goals, objectives, and projects to be included in the FY14 budget.

C. Governance

1. Provisional Members
Brian Hill was approved by the City Commission as a Provisional Director.

V. Grant Program Status Report

A. Grant Report – Existing Grants

1. USDA/RBEG - MLK Sidewalk Grant: USDA has requested an updated status on new and emerging businesses on MLK. GA is compiling that information, with a goal to provide it to USDA by the end of the week.
2. BP - New Banner Program: The banners are in production and should be delivered within two weeks.
3. FDOT - Phase IV Landscape: The rebid process resulted in the submission of two sealed bids. The award to the low bidder by the City of Port St. Joe has been challenged. Attorney Gibson will review and advise upon his return from vacation.
4. FDEP - BayPark Master Plan:
 - The draft Executive Summary was distributed.
 - Additional options for use of the dry stormwater pond were discussed: covering it with a deck or, per Willy Ramsey's discussion with Commissioner Kennedy, installing an underground "drainage-pipe" system.
 - Any comments from the peer review will be integrated into the master plan prior to distribution to the PSJRA board.
 - A focus group meeting was held; however, the attendance did not meet quorum requirements, and no formal business occurred.
5. USDA RBEG - Deck at BJR Memorial Parking Lot: USDA is reviewing the plans; no action until that is complete.
6. Gulf Coast Tourism Promotion - Lighthouse Relocation Documentary: The contract has been fully executed; the draft schedule and budget have been received and distributed to the PSJRA board and the City Commission.
7. Gulf Coast Tourism Promotion - BP - Historic Downtown Brochure/Map: The brochure is in production with an anticipated two-week lead time.

B. Façade Grant Program – Refer to the Citizens to be Heard section.

VI. Project Status Report

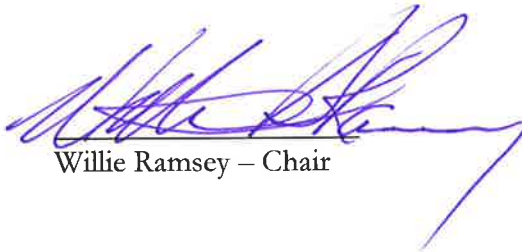
- A. Lighthouse Relocation Status
The City Commission requested GA report to the board on the two additional options for the lighthouse location. The board declined to comment, deferring the lighthouse location to the City.
- B. BP requested status on two items: (1) Pump at Dr. Joe Memorial Parking Lot, which has been replaced; and (2) status of Laundry Basket replacement windows, which were incorrectly cut, delaying the installation.

VII. New Business

- A. Office Relocation: The board voted (BP/MT, 6-0, with AF and MM abstaining due to potential conflict of interest as members of the Board of Directors of the Chamber of Commerce) to pay rent to the Chamber of Commerce for two months at \$350 per month for a total of \$700 to hold the office space. The relocation costs remain at \$770. This decision was based on the following:
1. The PSJRA believes the request by the TDC/County to vacate the Welcome Center will not diminish.
 2. The opportunity for new office space with no increase in monthly rent, free use of internet, and a generous allowance for use of the network printer will likely not exist in other locations.
 3. The potential for collaboration by working in the same facility with the Chamber, Port Authority, and Economic Development Alliance exists exclusively in the Local Color location.
 4. The Chamber of Commerce held the office space for the PSJRA for one month, free of charge.
 5. Other entities are competing for the space.
 6. The Chamber of Commerce relies on rental of that office for revenue.
- B. The board discussed the potential of purchasing the lot at the southeast corner of Avenue C and Martin Luther King Boulevard for a “Community Commons” and parking lot. CM or JJ will coordinate a meeting ASAP with the current owners and GA to discuss asking price and possible terms. GA will keep the board apprised, with the potential to call an emergency meeting if warranted.
- C. The next meeting will be held on Thursday, May 16, at 10 AM.

VIII. Meeting Adjournment - The meeting was adjourned at 12:03 (BP/MT, 8-0).

Approved:



Willie Ramsey – Chair



Boyd Pickett – Vice Chair