

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

MEETING MINUTES
January 12, 2012 - 11:00 AM

The Mission of the PSJRA is to serve the community by guiding redevelopment activities to create a vibrant downtown core and revitalized neighborhood and to improve quality of life and stimulate economic growth within the Agency's District.

ATTENDANCE

Patrick Jones – Chairman	(PJ)	Present (arrived 11:15)
Willie Ramsey – Vice-Chairman	(WR)	Present
Bill Reid – Secretary	(BR)	Present
Jeff Anderson - Director	(JA)	Absent
Linda Gant – Director	(LG)	Present
Boyd Pickett - Director	(BP)	Present
Marie Todd – Director	(MT)	Absent
Aaron Farnsley – Provisional Director	(AF)	Present
Bo Spring – Provisional Director	(BS)	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 WR at 11:00 AM. The Chair was passed to PJ upon his arrival at 11:15. The Provisional Directors were welcomed.
- II. Consent Agenda** - The minutes of the 12/8 meeting were reviewed and approved (BP/BR 4-0).
- III. Citizens to be Heard**

Rocky Comforter addressed the board regarding ongoing payment of his façade grant, awarded in 2009.

1. The ongoing reimbursement for the project will hold a priority status for funding at the \$10,000 maximum per year until the reimbursable amounts are satisfied.
2. To receive any additional reimbursement (year three), proof of payment to the general contractor as well as original copies of material receipts and labor payments must be submitted to the PSJRA for review and verification.

IV. Agency Operations

- A. Financial

1. The December financial reports were reviewed.
2. The Board requested GA contact Gulf County to confirm status and request payment of the 2012 TIF funds.

B. Governance

1. Purchasing Policy
 - a. The discretionary spending limit for the Executive Director was set at \$2,000 per item/service (WR/BR 5-0). The Executive Director will nevertheless communicate with the Board of Directors prior to any significant expenditure.
 - b. The Board approved waiving the requirement for a formal, published RFP for items/services under \$2,000 (WR/BR 5-0).
 - c. GA will provide the Board with details of the PSJRA Purchasing Policy that differ significantly from that of the City of Port St. Joe for their review.
 - d. Ideological language will be added in support of awarding bids to local contractors, unless such practice is prohibited by grantor/funder of specific project(s).
 - e. RFPs will hereafter be published on the PSJRA website.
 - f. The revised Purchasing Policy will be reviewed/approved at the February board meeting.

V. Projects

A. Billy Joe Rish Parking Lot

1. The completion of the construction contract documents is in process: insurance certificate, performance bond, and payment bond. The City will sign the agreements, and the package will be forwarded to USDA for final approval. The target date to schedule the preconstruction meeting is TBD.
2. Observation Tower
 - a. At the December 20 workshop, the City Commission agreed to support the concept/construction of the Tower.
 - b. GA will create a detailed list of scope to create a differential document to avoid any duplication of services or misunderstanding of scope for paid and gratis consultants/contractors.
 - c. The Board directed GA to obtain a third geotech proposal and to award to the lowest bidder, which will be under the limit of discretionary approval by the ED.

VI. Grant Programs

A. Façade Grants

1. The Board voted to adopt the revised FY 2012 Façade Grant Application (BR/LG 5-0).

B. Grant Applications

1. GA will submit grants this month to provide additional funding for the Façade Grant Program and to fund at least one new banner series.
2. Improvements to Langston Drive will be the focus of the next grant(s).

VII. Community Programs

A. North Port St. Joe

1. GA met with Community Empowerment Council (CEC) chair, Pastor David Woods, who outlined the three major areas of focus of North Port St. Joe as infrastructure, Langston Drive improvements, and the Washington Complex.
2. The PSJRA will continue collaboration and communication with the CEC and NPSJ.

B. Port Theatre Art & Culture Center

1. An architect is developing conceptual plans and cost estimates.
2. The acquisition committee is prepared to enter into negotiations with the current owner.

C. Merchants Association

1. The Merchants Association is moving forward with plans, including a Valentine's promotion, and events into future months.

VIII. New Business

- A. GA will discuss staining of the gazebo with the City and discuss the possibility of the PSJRA securing the labor and managing the project.

IX. Meeting Adjournment - The meeting was adjourned at 12:22 (BP/BR 5-0).

Approved:

Patrick Jones- Chairman

Willie Ramsey – Vice-Chair