

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

**MEETING MINUTES**

July 12, 2012 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

Patrick Jones – Chairman	(PJ)	Absent
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)	Present
Aaron Farnsley –Director	(AF)	Present
Bo Spring –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 10:01 AM.
- II. **Consent Agenda** - The minutes of the June 14 regular meeting were approved without revision (BP/BS 7-0).
- III. **Citizens to be Heard**  
None.
- IV. **Agency Operations**
  - A. The financial report was presented without modification.
  - B. Directors insurance and worker’s compensation bids remain in process and have not been received to date.
  - C. FY 2013 Budget Process
    1. The cash-flow projection through January 1 was presented for review. GA will update monthly.
    2. A draft FY 13 budget was distributed for review, discussion, and revision at the August regular board meeting. BP requested lighting for the gazebo and trees at the City Commons be added to the draft budget for consideration.

#### D. Governance

1. Directors were encouraged to file their Form 1s if they have not already done so.
2. Provisional Directors
  - a. The Board voted (BS/BP 7-0) to revise the PSJRA bylaws regarding Provisional Directors as follows: Article II, C5: “A minimum of two Provisional Directors will be approved by the governing body to fill any anticipated or unanticipated vacancies from the board. Provisional Directors will be confirmed as eligible for a board per FS 163 and will receive information and attend meetings but have no voting privileges.”
  - b. Three new Provisional Directors have been approved by the Board (BP/LG 7-0):  
Michael McKenzie – Accounting  
Clarence Monet – Education  
John Jenkins – Pastor
  - c. The above names, along with Joanna Bryan, will be presented to the City Commission by WR or his designee on July 17.
3. Board Roster  
The updated Board Roster was presented for review and corrections as needed.
4. Meeting Attendance  
The BOD tasked GA to hold discussion with any Directors who have had challenges in attending meetings to determine their wishes relative to remaining on the board. GA will also create an attendance matrix.

#### V. Projects

##### A. Billy Joe Rish Parking Lot

The PSJRA will draft a letter to the City of Port St. Joe outlining status of the ongoing negotiations and any outstanding concerns regarding the storm drain as currently installed. As the City is the signatory on both the grant contract with USDA and the construction contract with GCUC, the final decision will rest with them and will have the PSJRA’s full support. The letter will be reviewed by the Directors for comment prior to sending to the City.

##### B. Bicycle Racks

The bicycle racks will be ordered on July 12. The City Commission made the recommendation of the type of rack to be ordered and will confirm 12 locations within the RA for installation by the City Public Works.

##### C. Lighthouse Relocation

GA will contact John Lee, who was instrumental in the St. George Island fundraising campaign for their lighthouse, to learn of their successful fundraising efforts. The PSJRA will continue to partner actively with the City. WR will coordinate a meeting with the Mayor and GA to discuss coordination.

## **VI. Grant Programs**

### **A. Façade Grants**

1. Partial documentation has been received for reimbursement for the Scheeter building and Floyd Law Offices improvements. Complete reimbursement documentation for the Novak Law Offices remains outstanding.

### **B. Grant Report**

1. The USDA REBEG grant for sidewalks on Martin Luther King Boulevard has been approved at \$200,000.
2. The CPI grant for the Bayfront Recreation Area has received the formal approval from NOAA at \$15,000. GA will begin review of the Work Plan and create the RFP for planning services.
3. GA will submit a grant to the Ford Foundation for decorative lighting and sidewalks at Langston Drive.

## **VII. New Business**

### **A. Banner Series**

GA met with graphic designer Dick Henderson to discuss a new banner series to highlight the year-round attractions in Port St. Joe: bay activities, birding, music, and art.

### **B. Merchants Association**

The Board approved involvement by GA in creating and managing a cooperative marketing project for the Downtown Merchants through a coupon program.

### **C. Seven-Year Stakeholders Report**

The BOD approved the draft stakeholders report with one revision: the word “investment” in the business community will be revised to “impact” to the business community. GA will present to the Star News for an article or to purchase ad space in the publication the first week of August. Larger format fliers will be presented to businesses within the RA.

### **D. Next Meeting**

1. The next meeting will be held on Thursday, August 9, at 10 AM. GA will advertise accordingly.

## **VIII. Meeting Adjournment - The meeting was adjourned at 11:25 AM (BR/BS 7-0).**

Approved:

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Patrick Jones- Chairman

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Willie Ramsey – Vice-Chair