

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

MEETING MINUTES

May 16, 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)	Excused Absence
Linda Gant	Director	(LG)	Present
Clarence Monette	Director	(CM)	Present
Marie Todd	Director	(MT)	Present
Bo Spring	Director	(BS)	Present
John Jenkins	Director	(JJ)	Excused Absence
Michael McKenzie	Director	(MM)	Excused Absence
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 10:04 AM.

II. Citizens to Be Heard

A. None.

III. Consent Agenda - The minutes of the April 18 regular meeting (BP/CM, 6-0) were approved. The minutes of the February 21 were approved as revised (BP/BS, 6-0).

IV. Agency Operations

A. The financial report was presented/approved without modification (BS/BP, 6-0).

B. Budget

1. The board reviewed the forecast through January 1; this matrix will be updated monthly to ensure the PSJRA has adequate funds until the TIF is received on or by January 1, 2014.
2. The board will consider the priority projects for the FY14 budget and finalize at the June meeting. Under specific consideration is carryover of the \$50,000

for the Lighthouse Relocation and \$50,000 for BayPark to provide matching funds for grants if these funds are not expended in FY13.

V. Grant Program Status Report

A. Grant Report – Existing Grants

1. USDA/RBEG - MLK Sidewalk Grant: The board voted (BS/MT, 5-0 with WR abstaining) to approve up to \$350 for temporary signs for four businesses on Martin Luther King Boulevard to demonstrate to USDA-RBEG that those businesses either currently exist or will be opened/reopened soon. GA will request sealed bids from local sign vendors and was empowered by the board to award to the low bidder and move forward with the project.
2. BP - New Banner Program: The new banner series and downtown brochures will be highlighted in local television talk shows: Let's Talk on Friday, May 17, and Coastal Connection TV on May 23.
3. FDOT - Phase IV Landscape: The City of Port St. Joe, by recommendation of the City Attorney, has rejected the second series of bids for the Phase IV landscaping. The PSJRA will contract with the sole-source landscape architect, Erin Searcy, to create the landscape design for \$800. This will be included in the next RFP, which will be scheduled for late summer/early fall.
4. FDEP - BayPark Master Plan: The peer review document, to be created by Clay Smallwood of Preble-Rish, Inc., is scheduled to be finalized by May 22, 2013. This document will confirm the feasibility of the components of the master plan. Upon receipt, any required revisions to the master plan will be made, and the plan will be provided to the board for comment or revision prior to submitting to the grantor.
5. USDA RBEG - Deck at BJR Memorial Parking Lot: The USDA contract has been fully executed by the City of Port St. Joe and Ecoseascape. As soon as the review of the contract is completed by USDA, the construction will commence and will take approximately 10 working days. The contractor is aware of the PSJRA's requirement to add two access points and will provide the plan and cost prior to construction. GA will investigate the irrigation under the deck to determine if lines should be capped prior to installation of the deck.
6. Gulf Coast Tourism Promotion - Lighthouse Relocation Documentary: Lisa Curry and Clayton Long will be in Port St. Joe May 17-28 conducting interviews and shooting B-roll.
7. Gulf Coast Tourism Promotion - BP - Historic Downtown Brochure/Map: The brochure has been distributed to businesses and is being very well

received. The brochures will be provided to vacation rental companies for distribution to visitors.

8. Langston Drive: The Jessie Ball duPont Fund has expressed interest in providing \$40,000 if the remainder of the funds is secured to construct sidewalks and install lighting at Langston Drive. The PSJRA will collaborate with the Workforce Board to submit a grant request to the Weinberg Foundation for another portion of the total cost and will collaborate with Preble-Rish on an FDOT grant to fund the remainder of the project.

B. Façade Grant Program

1. The Façade Grant maximum award henceforth will be \$5,000 (BS/CM, 6-0) to enable a greater quantity of smaller awards to more businesses.
2. The application from Bill Koran was tabled until the next meeting pending receipt of updated documents and invoices from contractors/vendors.

VI. Project Status Report

- A. Office Relocation: Board members will approach individual City Commissioners to encourage them to allow the PSJRA to relocate on June 1 to eliminate the necessity of paying rent to hold the space.
- B. The land for sale at the corner of MLK and Avenue C has been sold to a private party.
- C. Dr. Joe Shade Cover: The board voted (BP/LG, 6-0) to award the fabrication and installation of the shade cover to the low bidder, Monumental Fabrication. The board asked MT to select the color, and she and GA will meet this afternoon on site to finalize.

VII. New Business

- A. FRA Awards Program: The board voted (BS/MT, 6-0) to expend \$85 on the application for an award for the PSJRA Façade Grant Program through the Florida Redevelopment Association.
- B. The board voted (BP/BS, 6-0) to extend the GCPS contract to maintain the Billy Joe Rish Memorial Parking Lot landscaping through September 30. GA will discuss adjusting the monthly fee upon completion of the deck as the scope of work will be reduced with GCPS.
- C. Sidewalk Merchandise Display Protocol: Downtown merchants are displaying more and more items outside their stores, even into the landscaping. At the board's request, GA will provide the draft protocol to limit such displays to the City PDRB for their review, comment and any additional action.

D. Golf Cart Crossing: The board discussed the possibility of partnering with the city to commission the required study to obtain permits for golf-cart crossing on SR71 and US98. BP reports that a citizens' group has been formed to support these crossings. GA will investigate further and report at the next meeting.

E. The next meeting will be held on Thursday, June 20, at 10 AM.

VIII. Meeting Adjournment - The meeting was adjourned at 11:40 (BP/BS, 6-0).

Approved:

Willie Ramsey – Chair

Boyd Pickett – Vice Chair