

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

**MEETING MINUTES**  
May 15, 2014

*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

Rex Buzzett	Director	(RB)	Present
Mel Magidson	Director	(MM)	Present
Phil McCroan	Director	(PM)	Present
Bo Patterson	Director	(BP)	Present
William Thursbay	Director	(WT)	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 at 10 AM.

**II. Citizens to Be Heard**

A. Tim Nelson discussed the importance of considering an economic study of the City of Port St. Joe Waterfront for business development.

**III. Consent Agenda**

A. The minutes of the April 17 regular meeting were approved as per signature of the former Chair (RB/BP, 5-0).

**IV. Agency Operations**

A. The financial report was presented and approved without modification, and the Board authorized GA to create an RFP for accounting oversight. (BP/WT, 5-0).

**V. Governance**

A. Required Documents for Directors: The Certificate of Appointment will be delivered to the City; the Sunshine video affidavits were executed and will be delivered to the City, and the preferred contact information was provided by each Director.

B. PSJRA Meeting Time and Day: The regular meetings will be held on the third Tuesday of each month at 4:30 PM at City Hall. GA will set up a conference table in the open area just outside of the Commission Chambers to accommodate the Directors. Seating for visitors will be the existing chairs in the Commission Chambers (RB/PM, 5-0).

- C. Additional Directors: The Board authorized GA to contact the following as potential Directors to represent construction and real estate on the Board: Ben Carnes of Blackfin Construction and Kaye Haddock of Beach Properties. Should a potential candidate decline and an alternate choice be required, GA will contact Kelly Forehand/Matthew Birmingham of F&B Builders and Sheryl Bradley of Beach Realty (WT/RB, 5-0). Of the two additional Directors, which will serve two years and which will serve four years is yet to be determined.

## VI. Grant Program Status Report

### A. Grant Report – Existing Grants

1. USDA/RBEG - MLK Sidewalk Grant: The quarterly report has been submitted.
2. Gulf Coast Tourism Promotion - Lighthouse Relocation Documentary: The quarterly report has been submitted, and the grant deadline has been extended to September 30, 2014.
3. SaltAir Market: The Tapper Foundation has awarded \$3000 the SaltAir Market.
4. USDA-RBEG: Open-Air Discovery Center: The grant has been submitted to USDA-RBEG.
5. Florida Boating Improvement Program – Low-Dock Improvements: The committee members are securing the information required to identify a grant opportunity and submit a grant request, e.g. marketing plans and physical requirements.

### B. Façade Grant Program

1. The Board approved the following grant reimbursements as all work has been completed and required documentation submitted (RB/BP, 5-0):
  - Port Cottages \$4,425.00
  - Polished Nail Boutique \$557.10
  - Gifted Gourmet \$661.50

## VII. Project Status Report

- A. Open-Air Discovery Center: The Board requested the charrette with Littlejohn Engineering be scheduled for Tuesday, June 10, with a public workshop scheduled at 5 PM at City Hall. GA will confirm the schedule with LEA and create the public notice.
- B. Gateway Banners: The Board approved GA to create an RFQ for a design concept for the Gateway Banners (WT/PM, 5-0).
- C. Landscaping on Reid Avenue: GA will meet with GCPS to determine the scope and estimated cost of minimal replanting of bare areas. GA will also confirm adequate irrigation in all areas.

- D. Downtown Brochure: The board voted (RB/BP, 5-0) to authorize GA to award the contract to the low bidder for minor revisions and reprinting of the brochure. Additional discussion related to more extensive re-design will be included in the 2015 budget process.
- E. Small Vessel Committee: GA will continue to update the Board on progress.

**VIII. New Business**


- A. Phase IV Landscaping: GA and the City Manager will continue to monitor the level of service provided during the maintenance period. A joint report and recommendation will be made to the City at the first meeting in June.
- B. Affordable Housing Project: While the PSJRA is fully supportive of the affordable housing project, the Board (MM/BP, 5-0) is reluctant to utilize PSJRA funds to pay for participation by the Executive Director to sit on the steering committee in the early stages of the project.
- C. City of Port St. Joe Economic Development Plan: The Board will rely on the City Commission to determine the involvement of the PSJRA in specific, relevant activities.
- D. Dr. Joe Park Wood Deck: A portion of the deck is closed due to broken and sagging boards. BP will assess any termite damage, and PM will provide comments as to overall condition and potential scope of work to repair. Public Works will provide an additional assessment later this week. This is considered an emergency situation and will be remediated ASAP.
- E. PSJRA Office Relocation: The Board will recommend the City Commission consider the viability of moving the PSJRA office into City Hall.

**IX. Meeting Adjournment**

The meeting was adjourned at 12:14 PM (RB/PM, 5-0).

Approved:

  
Rex Buzzett, Chair

  
Bo Patterson, Vice Chair