

Port St. Joe Redevelopment Agency
Board of Directors
City Commission Chambers

MEETING MINUTES
June 17, 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	Chair	(RB)	Present
Bo Patterson	Vice Chair	(BP)	Present
Ben Carnes	Director	(BC)	Present
Kaye Haddock	Director	(KH)	Present (4:40)
Mel Magidson	Director	(MM)	Present
Phil McCroan	Director	(PM)	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 4:32 PM by Chair Rex Buzzett.

II. Citizens to Be Heard

A. None.

III. Consent Agenda

A. The minutes of the May 15 regular meeting were approved without revision (WT/BP, 6-0).

IV. Agency Operations

- A. The financial report was presented and approved without modification. (BP/MM, 6-0).
- B. The proposal from Roberson & Associates to provide accounting oversight to the PSJRA as part of the City of Port St. Joe's continuing contract was approved at \$75/month (BP/MM, 7-0).
- C. The Directors were provided with information to begin the FY15 budget process, including line items from the 2009 Redevelopment Plan overlaid with programs/projects highlighted in DEO's "Competitive Florida" Asset Mapping report.

V. Governance

- A. Required Documents for Directors: The two additional Certificate of Appointment will be delivered to the City; the Sunshine video will be viewed by new Directors, KH and BC.

VI. Grant Program Status Report

A. Grant Report – Existing Grants

1. USDA/RBEG - MLK Sidewalk Grant: Work progressing as overseen by Project Manager Clay Smallwood.
2. Gulf Coast Tourism Promotion - Lighthouse Relocation Documentary: The lighthouse move will likely occur mid July.
3. USDA-RBEG: Open-Air Discovery Center: The grant for construction has been submitted to USDA-RBEG.
4. FRDAP: The grant to provide improvements to the Washington High School Complex has been approved for \$50,000. No match is required.

B. Façade Grant Program

1. No new applications were received during the past month.

VII. Project Status Report

- A. Open-Air Discovery Center: Valuable input received from stakeholders during the charrette and workshop are being integrated into the design by the consulting team.
- B. Gateway Banners: The Board will continue consideration of the best and most effective “gateway” treatments for the Historic Downtown. Under consideration will be iron arches at each entrance.
- C. Landscaping on Reid Avenue: GA will request installation of additional pine straw prior to July 4 to improve the aesthetics for the beds prior to the busy summer season.
- D. Downtown Brochure: The board voted (WT/BP, 7-0) to award the project to the low bidder, Ramsey’s Printing. GA will negotiate an additional design change to place numbers on the lots to correspond to businesses and to further highlight the SaltAir Market – cost NTE \$250 (WT/MM, 7-0).
- E. Small Vessel Committee: No report.
- F. Dr. Joe Deck Repair: The Board approved the RFP, and GA will send out in 48 hours to allow any additional input from the Board on potential bidders.
- G. Deck at Billy Joe Rish Parking Lot: The board reviewed an email from Ecoseascapes, commenting on the shrinkage of boards as being a normal condition and expressing the need for additional water sealant.

VIII. New Business

- A. Main Street Program: The Board will not move forward with an application to the Main Street Program at this time but will revisit next year when some of our current major projects are underway.


- B. Port Theatre: The Board authorized GA to collaborate with the Port Theatre Art & Culture Center to write a grant to purchase the Port Theatre (BP/PM, 7-0); a \$350,000 grant is available through the Florida Heritage Special Category program. KH will represent the PSJRA on the nonprofit board (BP/PM, 7-0). The Board will consider the \$35,000 match requirement as part of the FY 15 budget process.
- C. FY 15 Landscape Maintenance Contract: In the downtown landscape maintenance RFP for FY 15, GA will add pruning the high-rise oaks and adding plant material to the bump-outs at Reid Avenue. GA will review current licensing status with GCPS.

IX. Meeting Adjournment

The meeting was adjourned at 5:43 PM (BP/WT, 7-0).

Approved:


Rex/Buzzett, Chair


Bo Patterson, Vice Chair