

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

**MEETING MINUTES**  
July 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	Chair	(RB)	Present
Bo Patterson	Vice Chair	(BP)	Present
Ben Carnes	Director	(BC)	Absent
Kaye Haddock	Director	(KH)	Present
Mel Magidson	Director	(MM)	Present
Phil McCroan	Director	(PM)	Present (4:47)
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 4:36 PM by Chair Rex Buzzett.

**II. Citizens to Be Heard**

A. None.

**III. Consent Agenda**

A. The minutes of the June 17 regular meeting were approved without revision (WH/BP, 5-0).

**IV. Agency Operations**

A. The financial report was presented and approved without modification. (MM/WT, 6-0).

B. The ED will provide an updated forecast at each regular meeting to ensure availability of adequate funds until receipt of the FY15 TIF.

C. The Board will address the FY15 budget in detail at the August regular meeting.

**V. Governance**

A. The ED employment contract requires two revisions:

1. The ED will be paid to attend County Commission meetings only when providing a report on the PSJRA.
2. The contract will include a loyalty clause.

## 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 has been moved, which will be reflected in the next quarterly report to the grantor.
3. USDA-RBEG: Open-Air Information Center: The grant for construction of the Open-Air Information Center has passed the preliminary approvals and now requires a detailed and comprehensive amount of additional information.
4. FRDAP: The Board was apprised of the elements included in the grant: level ball field, repair dugouts, add bleachers, create ADA-compliant doorways at the outdoor bathrooms, add playground equipment, and add picnic tables and benches. It was noted that repairs of the dugouts may have been completed by the summer college students.
5. Port Theatre Acquisition: The critical path item in the process is the appraisal, as the grant will pay no more than the appraised value. The appraisal should be completed prior to the next board meeting and will be discussed further at that time.

### B. Façade Grant Program

1. A partial application for awning replacement was submitted by Melba Richardson, with intent to perform the work in 2015. No action required.

## VII. Project Status Report

- A. Open-Air Information Center: The board agreed to include the top three elements identified at the July 14 the workshop: interactive wayfinding kiosk, “Woody” station wagon photo opportunity, and periscope to link to area webcams. This information will enable Littlejohn to begin design in earnest.
- B. Dr. Joe Deck Repair: Per Building Inspector Bo Creel, the inclusion of joists in the scope of work requires a licensed contractor to perform the work. As such, the bid was awarded to the single licensed contractor who submitted a bid, Combs Construction Inc, for a total of \$3651 (WT/MM, 6-0).
- C. Downtown Brochure: The brochure was delivered on July 14, and distribution will begin immediately.
- D. Small Vessel Committee: No report.

**VIII. New Business**


- A. Phase IV Landscape Maintenance: The Board reviewed a request from Leake Landscapes to be relieved of his contractual obligations and to reassign the project to a local vendor. The board will consider his request at the August meeting.

**IX. Meeting Adjournment**

The meeting was adjourned at 5:43 PM (PM/WT, 6-0).

Approved:

  
Rex Buzzett, Chair

  
Bo Patterson, Vice Chair