

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

**MEETING MINUTES**

March 28, 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)	Present (10:30 AM)
Linda Gant	Director	(LG)	Present
Clarence Monette	Director	(CM)	Present
Marie Todd	Director	(MT)	Present
Bo Spring	Director	(BS)	Present
John Jenkins	Director	(JJ)	Absent
Michael McKenzie	Director	(MM)	Present (10:30 AM)
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 10:06 AM.

**II. Citizens to Be Heard**

None.

**III. Consent Agenda** - The minutes of the February 21 regular meeting (BS/BP, 6-0) and February 28 special meeting (BS/CM, 6-0) were approved.

**IV. Agency Operations**

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

B. Governance

1. Provisional Members

Brian Hill has agreed to serve as a Provisional Director, and the board voted (BS/MT, 6-0) to confirm that appointment. GA will request the City Commissions' approval at their April 2 meeting.

2. Ethics and Exceptions

Form 3A was given to each director to be filed with the Supervisor of Elections prior to any PSJRA board member submitting a proposal via any sealed competitive bid process.

## V. Grant Program Status Report

### A. Grant Report – Existing Grants

1. USDA/RBEG - MLK Sidewalk Grant: The public workshop was held at the WIG on February 26, and the North Port St. Joe neighborhood requested that consideration be given to the July 4 street dance in the overall planning.
2. BP - New Banner Program: The banners should be complete within four weeks. GA will recommend to the City that banners continue to be displayed on Reid Avenue (27) and that they be added to Marina Drive (4), Dr. Joe Memorial Parking Lot (4), US-98 between First and Fifth (14), Miss Zola's Drive (3), and North Port St. Joe at the corner of MLK and Avenue C (4) (more locations to be added upon completion of sidewalk project). The grant includes \$630 to the city to install the new hardware at the added locations.
3. FDOT - Phase IV Landscape: The revised bid opening is scheduled for 3 PM on Friday, March 29, at City Hall.
4. FDEP - BayPark Master Plan: The final deliverable will be completed on April 1. Coordination with the Chamber of Commerce for Scallop Festival requirements will be included. Prior to April 10, Clay Smallwood III will conduct a peer review, which shall be included as an exhibit in the final document. The final report will be presented directly to the City Commission.
5. USDA RBEG - Deck at BJR Memorial Parking Lot: Ecoscapse was the sole bidder. With the direction of BS, the PSJRA will ensure that additional ingress/egress will link the deck to the alley and the sidewalk. Approval (BS/AF, 8-0), was conditionally given pending two additional ramps.
6. Gulf Coast Tourism Promotion - Lighthouse Relocation Documentary: The bid has been awarded to Lisa Curry and Clayton Long. Upon execution of the contract (likely next week), the team will schedule their first trip, and the schedule and preliminary script/scope will be determined.
7. Gulf Coast Tourism Promotion - BP - Historic Downtown Brochure/Map: The board voted (AR/MM, 6-0—BP and WR abstaining due to potential conflict of interest) to award the project to the low bidder, Kerigan Marketing Associates.

B. Grant Report – New Grants

1. Jessie Ball duPont - Langston Drive: A grant application for improvements to Langston Drive has been submitted to the Jessie Ball duPont Fund.
2. Gulf Coast Tourism – LH Documentary Promotion: The PSJRA submitted an application to fund the marketing and promotion of the Lighthouse Film Documentary.

C. Façade Grant Program

1. The Board voted (MM/LG, 8-0) to not award any façade grants retroactively. As the application states, "...must receive written approval before any work begins." The application also requires competitive bids for line items over \$500, another condition that may not be met in retroactive awards.

**VI. Project Status Report**

The board voted (BS/AF, 8-0) to prepare a bullet-point list to present at the April 2 City Commission meeting to ensure a factual baseline is established to enable the Commission to make an informed decision as to the location of the lighthouse and to outline why the PSJRA supports the general location presented on the BayPark plan. The PSJRA's goal is to ensure we are being good stewards public money and that decisions are not made (1) due to lack of information or (2) based primarily on a sense of urgency that may override the facts. GA will prepare the list, with input from BS and The Associates LLC, and will share with the board prior to the City Commission meeting for their review/revision/comment.

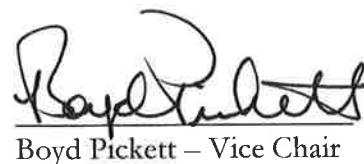
**VII. New Business**

- A. Office Relocation: The City Commission has asked the PSJRA to put the office relocation on hold pending negotiations with the County. The PSJRA has agreed to delay the move for one month and voted (BS/CM, 7-0, with BP dissenting) to offer the Chamber of Commerce two options: (1) to hold the office for us for one month without charge, or (2) the PSJRA will pay one-month's rent to hold the space.
- B. Dr. Joe Parking Lot Shade Cover: One bid has been received from Monumental Fabrication to replace the shade covers. The board has tasked GA to publish an RFP to enable other interested parties to submit bids.
- C. The next meeting will be held on Thursday, April 18, at 10 AM.

**VIII. Meeting Adjournment** - The meeting was adjourned at noon (BS/MM, 8-0).

Approved:

  
Willie Ramsey – Chair

  
Boyd Pickett – Vice Chair