

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

**MEETING MINUTES**  
August 19, 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 (4:35)
Ben Carnes	Director	(BC)	Present
Kaye Haddock	Director	(KH)	Present
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 4:30 PM by Chair Rex Buzzett.

**II. Citizens to Be Heard**

A. None.

**III. Consent Agenda**

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

**IV. Agency Operations**

- A. The Roberson & Associates financial oversight report was distributed.
- B. The updated forecast was distributed.
- C. The FY15 budget was approved (attached), with the caveat that the ED will obtain bids from the two insurance carriers, will move forward with the lower bid, and will adjust that cost as needed. The following line items were finalized: George Core Park \$45,000 including \$16,000 to assist with relocation coverage, Port Theatre \$35,000 match for the Special Category Grant, and Façade Grants \$20,000. (WT/MM, 7-0)

**V. Governance**

A. The ED employment contract was approved and signed (MM/WT, 7-0).

## VI. Grant Program Status Report

### A. Grant Report

1. USDA/RBEG - MLK Sidewalk Grant: The City will continue to monitor and encourage completion as per the schedule.
2. Gulf Coast Tourism Promotion - Lighthouse Relocation Documentary: The Board suggests creating a premier-type event for the completed documentary. A shorter version will be provided by the production team to show at the lighthouse complex.
3. USDA-RBEG: Open-Air Information Center: The grantor for construction of the Open-Air Information Center continues to request information.
4. FRDAP: The ED has begun to put together information to create a scope of work to prepare for RFPs.
5. Port Theatre Acquisition: The appraisal has not been received, which is the first step required. An offer to purchase, contingent on award of the grant, will be the next step. The grant application will begin after a formal agreement to purchase has been signed.

### B. Façade Grant Program

1. Bart Lowry, St. Joe Bar, plans to improve his façade in 2015.

## VII. Project Status Report

- A. Open-Air Information Center: The Board will review the initial Design Documentation package. Specifically, the bench swing will add the scallop design feature. The interactive kiosk is TBD. The board was made aware of the additional project cost (\$850) to engage PRI to perform an elevation survey.
- B. Dr. Joe Deck Repair: The deck was damaged over the weekend by an automobile. KH will reach out to the driver and report back on her plan to repair the damage.
- C. FY15 Downtown Landscape Award: The contract for landscape maintenance, trimming and shaping of trees, and replanting of bump-outs on Reid Avenue was awarded to the single bidder, Coastal Design & Landscape for a total of \$14,356 (MM/PM, 7-0).
- D. Small Vessel Committee: The committee met; the boutique cruise line anticipated to visit in April is postponed indefinitely. The TDC ED will continue the outreach, and the committee will continue efforts to plan and secure funding to improve the dock and associated amenities.

## VIII. New Business

- A. Winter Banners: The board voted (PM/BP, 7-0) to engage Coast2Coast to fabricate Chuck-Creasy-designed lighthouse banners to be displayed through the holiday season. An additional 10 will be added to the base number of 50 to accommodate Langston Drive and MLK for a total of 60. Coast2Coast has the design and had provided a cost of \$70 each to fabricate,

- B. Phase IV Landscape Maintenance: Per the Board, GA will work with attorney Tom Gibson to send a letter to Leake Landscape requesting the prompt replacement of ten dead/dying palm trees at the Phase IV landscape project.
- C. Gateway Design Services: The Board voted (WT/BP, 7-0) to engage Littlejohn Engineers to provide design services and probable construction costs for gateway arches for Third and Fourth Avenues. The base bid of \$3,800 will not be exceeded, with the exception of reimbursables: printing, plotting, photocopies, reproduction postage, long distance telephone, facsimile, express mail or courier services. The ED will closely monitor reimbursables to keep that amount minimal and ensure that no overhead and profit is added. The Board understands that structural engineering will be required and will be included in the construction phase.
- D. Reid Avenue Banners: The Board will request that the City reinstall the banners as high as possible on all brackets that do not extend over paths of travel. GA will investigate new brackets that will raise the banners to the minimum clearance of 80 inches.
- E. Lighthouse Cost Overage: The Board voted (WT/MM, 6-1) to fund a portion of the lighthouse relocation budget overage to the amount of \$16,000.

#### IX. Meeting Adjournment

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

Approved:

  
Rex Buzzett, Chair

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Bo Patterson, Vice Chair