

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

**MEETING MINUTES**

July 14, 2011 – 8:00 AM

ATTENDANCE

Patrick Jones – Chairman	(PJ)	Present
Willie Ramsey – Vice-Chairman	(WR)	Present
Bill Reid – Secretary	(BR)	Absent
Marie Todd – Director	(MT)	Present
Jessica Paterson - Director	(JP)	Absent
Boyd Pickett - Director	(BP)	Present
Phil Early – Director	(PE)	Absent
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 PJ at 8:10 AM.
- II. **Consent Agenda** - The minutes of the 6/9/11 regular meeting and the 6/24/11 special meeting were reviewed and approved (BP/MT, 4-0).
- III. **Citizens to be Heard** – None.
- IV. **Agency Operations**
  - A. The Board welcomed the new Executive Director, Gail Alsobrook.
  - B. Review of Draft Budget

The 2011/2012 budget has limited flexibility due to ongoing civic projects/committed costs. The estimated revenues represent downturns projected by the City (11 percent) and County (8 percent). The Façade

Grant program and dedicated personnel hours to securing grants for North Port St. Joe remain priorities, with budgeted amounts yet to be finalized.

### C. PSJRA Mission Statement

To begin the process of formalizing a mission statement for the PSJRA, Directors will review the CRA mission outlined in the "Finding of Necessity Report," the "2009 Redevelopment Plan," and PSJRA by-laws, all located on the website. Discussion will continue at the next regular meeting.

## V. Grant Programs

### A. Façade Grants

1. Extensions through September 30 have been granted to the Laundry Basket and Port Theatre.
2. A grant to Smiley's Car Wash for \$1000 was approved (BP/WR, 4-0).
3. GA will prepare a comprehensive status report for expenditures to date to determine funding availability for pre-approved projects: Blaylock/Norton, Haddock, and Lowry.

## VI. Projects

### A. North PSJ Annexation - no update

### B. Civic Signage

1. TODS – The Chamber of Commerce has requested funding for three (3) tourist-oriented directional signs (TODS) in the amount of \$5,914. The Board approved the request (BP/MT, 3-0 with WR abstaining) pending submission of receipts and invoices.
2. Power/Lights at Ms. Zola's Drive – The Chamber of Commerce has requested reimbursement of funds to install lights and power along Miss Zola's Drive in the amount of \$2,513.41. Due to the lack of formal records, GA will clarify and document the history of related discussion prior to final consideration by the Board.
3. POS – Per the Chamber's Executive Director, the pedestrian-oriented signage (POS) is currently on hold.

### C. PSJ City Commons - no update

### D. US-98 Streetscape Improvements

1. Phase 2 Closeout – PJ continues discussion with the design-build contractor, Floridian Construction & Development, relative to liquidated damages, incomplete punch lists, and scope of work removed from the contract. The design and installation created a condition for vehicles to run over and destroy irrigation heads, and a solution is being sought. Funds required to mitigate this condition may be added to the deductive change order. Discussion of a negotiated settlement may continue only after the PSJRA receives a written response from the contractor, itemizing any objections to the deductive change order.
2. Phase 2 Irrigation Heads – GA will undertake preliminary exploration of options for mitigating the irrigation design flaw through discussions with PSJ Public Works and Hwy 71 Maintenance Contractor.
3. Phase 3 Request for Additional Funds – FDOT has approved the additional \$2,653.00 for the maintenance contract. The formal agreement is forthcoming.

E. Bayfront Parks – PSJRA will devote significant effort in locating grant monies for the continued development of the park areas.

F. Billy Joe Rish Parking Lot

1. The grant request has been approved in the amount of \$128,744. GA will meet with all parties concerned to confirm schedules and individual responsibilities to remain current with all USDA requirements.

**VII. Community Programs – no update**

**VIII. Meeting Adjournment** - The meeting was adjourned at 10:40 AM (BP/WR,4-0).

Approved:

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Patrick Jones- Chairman

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Willie Ramsey – Vice-Chair