

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

MEETING MINUTES

October 13, 2011 – 10 AM

ATTENDANCE

Patrick Jones – Chairman	(PJ)	Present by phone
Willie Ramsey – Vice-Chairman	(WR)	Absent
Bill Reid – Secretary	(BR)	Present
Jeff Anderson - Director	(JA)	Present
Linda Gant – Director	(LG)	Present
Boyd Pickett - Director	(BP)	Present
Marie Todd – Director	(MT)	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 by BR at 10:14 AM, and a warm welcome extended to the new Directors: Linda Gant and Jeff Anderson.

II. Consent Agenda - The minutes of the regular 9/15 and special 9/27 meetings were reviewed and approved without revision (MT/BP 5-0).

III. Citizens to be Heard – None.

IV. Agency Operations

A. Budget

1. The FY 11 and FY 12 budgets were reviewed and discussed. GA and PJ will continue to review the carryover amount to ensure accuracy and for final approval at the next board meeting.

B. Governance

1. Mission Statement
BP provided a draft mission statement, which will be reviewed by the Board:
The Mission of the PSJRA is to serve the community by guiding redevelopment activities to create a vibrant downtown core and

revitalized neighborhood and to improve quality of life and stimulate economic growth within the Agency's District.

2. Bylaws: The Board will schedule a special meeting to review, revise, and update the bylaws.
3. Financial Procedures: GA provided the Board with an overview of the monthly financial procedures/reports.

C. Request for Letter of Support

1. The Board approved (BP/MT, 5-0) Bruce Ballister of the Apalachee Regional Planning Council's request for a letter of support for a \$1m grant to assess brownfields across the nine-county ARPC region.

V. Grant Programs

A. Façade Grants

1. Harry Arnold's request for an additional extension was denied to enable businesses that have been waiting funding to move ahead with their plans. (BP/MT, 4-0; JA was out of the room during the vote). Mr. Arnold is welcome to reapply at any time.
2. GA has followed up on all outstanding applications to organize for the new budget cycle.

B. Grants

1. GA provided the Board with the grant tracking matrix that will be utilized to organize the grant process.

VI. Projects

A. Downtown Landscaping

1. The new contractor (GCPS) for the Downtown Landscape Maintenance has begun work.

B. US-98 Streetscape Improvements

1. Phase 3 landscaping is complete, and FDOT carried out their onsite inspection on Wednesday, October 12. There are no outstanding items, and the project is ready for closeout.

C. Bayfront Parks

Power/Lights at Ms. Zola's Drive – GA will remind the Chamber of Commerce that the reimbursement is dependent on our receipt of backup documentation.

D. Billy Joe Rish Parking Lot

1. Notice to Proceed

The PSJRA anticipated receipt of the NTP the week of October 17.

2. Observation Tower

- The PSJRA will advertise an RFP for engineering for the designed tower.
- BP provided the Agency with additional information on ADA requirements that may exclude the tower from compliance requirements. (ADA Chapter 2, 203 and 4.1.4.)

E. Alley Dumpster Project

- The construction contract for the fence was awarded to the sole bidder, Ecoseascape Construction (BP/MT 5-0, JA abstained).

F. Langston Drive Sidewalk

1. Prebble Rish provided a design and estimate to construct the sidewalk (\$20,500), which is over three times the budgeted amount. GA will revisit the collaborative approach with local companies/agencies and will research grants to fund the project.

G. Port Theatre

1. The Port Theatre Art and Culture Center has formed a board of directors, has filed Articles of Incorporation, and is working toward obtaining their nonprofit status.

VII. Community Programs

1. Merchants Association

- The PSJRA will continue in to attend meetings in the position of an observer to ensure full communication and to identify any potential for collaborative projects.

VIII. New Business

A. Provisional Directors

1. The PSJRA will provide names for consideration by the City Commission for provisional members:
 - Ray Thompson

- Bo Spring
- Aaron Farnsely
- Brian Hill
- Clayton Studstill

IX. Meeting Adjournment - The meeting was adjourned at 11:23 AM (BP/MT, 6-0).

Approved:

Patrick Jones- Chairman

Willie Ramsey – Vice-Chair