

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

MEETING MINUTES

November 10, 2011 – 7:30 AM

ATTENDANCE

Patrick Jones – Chairman	(PJ)	Present
Willie Ramsey – Vice-Chairman	(WR)	Present
Bill Reid – Secretary	(BR)	Absent
Jeff Anderson - Director	(JA)	Absent
Linda Gant – Director	(LG)	Absent
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 PJ at 7:35 AM.
- II. **Consent Agenda** - The minutes of the 10-13 meeting and the request for reimbursement from the Chamber of Commerce were reviewed and approved (BP/WR 4-0).
- III. **Citizens to be Heard** – None.
- IV. **Agency Operations**
 - A. Financial
 1. The FY 12 budget was approved as revised (BP/MT 4-0).
 2. The October financial reports were reviewed.
 3. Auditor’s Request for Documentation
 - PJ will draft a memo to the auditor RE the grant to the ARC for GA to review and submit.
 - PJ will submit to the auditor the final accounting of the Gulf County EDC when they disbanded.
 - PJ/GA will obtain and submit the agreement between Progress Energy and the PSJRA for the lease buy-down for the US-98 lights.
 4. GA will continue draw on the reporting capability of QuickBooks to create a more functional management tool for the Agency.

B. Governance

1. The PSJRA will recommend to the City Commission Bo Spring as the Provisional Director to replace the seat to be vacated by PJ at the end of FY 12. Mr. Spring brings construction expertise to the Board.
2. GA will revise the by-laws for review and consideration at the next regular meeting.
3. The Mission Statement was adopted (WR/MT 4-0).
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.

V. Projects

A. US-98 Streetscape Improvements

1. The Board (WR/BP 4-0) voted to pursue funding from FDOT to install landscaping along US-98 at the North Port St. Joe neighborhood.

B. Billy Joe Rish Parking Lot

1. The RFP has been published for the parking lot construction, with an anticipated award by the City on December 6.
2. Observation Tower
 - The Board will review and finalize the design elements to be included on the Tower prior to re-issuing the RFP.
 - The Board will consider the optimum height of the observation deck(s) for full impact and other public safety aspects to include in the Tower design.
 - The scope of work provided by the structural engineer(s) will be further delineated to potentially allow for services of more than one firm, e.g. construction management services, inspection services, and design services.

C. Alley Dumpster Project

- Complete.

VI. Grant Programs

A. Façade Grants

1. Jeremy Novak's grant request was approved NTE \$10,000 (BP/WR 4-0).

B. Grant Writing

1. A separate contract will be entered into for the purpose of dedicating five hours per week to writing grants. The search and execution of the grants remains in the original scope of work for the ED.

VII. Community Programs

A. Merchants Association

1. The Merchants Association will be providing increased focus on the historic nature of the downtown area (e.g. "A Hometown Christmas" ilo "Christmas on the Coast"), and the PSJRA will continue its program to highlight the history throughout the downtown area, specific plans to be presented to the Board.

VIII. New Business

A. Rescue Mission

1. As requested by the City Manager, the PSJRA adopted an updated opinion statement concerning the potential location of a Rescue Mission office in the Redevelopment Area (WR/MT 4-0), affirming the PSJRA's goals, objectives, and mission do not support such a facility within the RA.

B. New Community Coordination Meeting

1. Starting in January, GA will begin to attend monthly county-wide agency coordination meetings.

C. Storage Parking at Public Lots

1. GA will approach the City at the next City Commission meeting to recommend creation/adoption of a City ordinance to prohibit overnight and/or commercial vehicle parking at public lots.

D. Employee Parking on Reid Avenue

1. GA will renew the discussion with the City on how to keep downtown merchants/employees from taking up parking spots along Reid Avenue and side streets and to encourage them to park in the Dr. Joe Memorial Parking Lot and, upon its completion, the Billy Joe Rish Memorial Parking Lot.

IX. Meeting Adjournment - The meeting was adjourned at 8:57 (MT/WR 4-0).

Approved:

Patrick Jones- Chairman

Willie Ramsey – Vice-Chair