

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

**MEETING MINUTES**  
Sept 9, 2010 – 6:00 PM

ATTENDANCE

Troy White – Chairman	(TW)	Present
Patrick Jones – Vice-Chairman	(PJ)	Present
Annie Sue Fields - Director	(AF)	Absent
Jessica Patterson - Director	(JP)	Present
Willie Ramsey – Director	(WR)	Present
Marie Todd – Director	(MT)	Absent
Matt Fleck- Executive Director	(MF)	Present

Voting Key – (motion by / second by, votes for – votes against)

**I. Call to Order**

A. The meeting was called to order by TW at 6:15 pm.

**II. Consent Agenda**

A. The minutes from the 8/12/10 meeting were reviewed and approved  
(WR/JP,4-0)

**III. Citizens to be Heard - none**

**IV. Agency Operations**

- A. The Board and Executive Director thanked Troy White & Annie-Sue Fields for their many years of participation in the PSJRA.
- B. The Board discussed and agreed to adopt the FY2010-11 Budget as presented by MF as follows: (WR/PJ,4-0)
- Total anticipated TIF income - \$261,716
  - Anticipated USDA Grant income - \$75,000

- Anticipated interest income: \$3000
- G&A Expenses - \$84,616
- Landscape Maintenance - \$15,000
- BJ Rish Parking Lot annual purchase installment - \$65,000
- BJ Rish Parking Lot Construction (incl USDA grant) - \$87,600
- Business Development - EDC - \$20,000
- Business Development – Chamber of Commerce – \$15,000
- Community Development - Youth Enrichment Programs: \$15,000
- Community Development - Elderly Transportation - \$2000
- Community Development – CDC - \$500
- Façade Grants - \$35,000

C. The motion to approve the FY2010-11 Budget included the following qualifications: (WR/PJ,4-0)

- The budget allocation to the EDC must provide for a voting seat on the EDC Board of Directors for the PSJRA.
- The budget allocation to the Chamber of Commerce must provide for a detailed plan, budget, and audit to account for the expenditure of the funds to be reviewed and approved by the PSJRA.
- The budget allocation to Youth Enrichment must be for a Program(s) within North PSJ administered by an established non-profit organization to be selected by the PSJRA and must provide for a detailed plan, budget, and audit to account for the expenditure of the funds to be reviewed and approved by the PSJRA.

D. The City commission is expected to appoint (3) new board members and (2) provisional directors by 9/21/10.

E. MF reported that the Gulf County EDC had offered inexpensive lease office space in their building at the PSJ Marina. The Board discussed and agreed to leave the decision about the potential office relocation at the discretion of the Executive Director.

## **V. Façade Grant Program – FY2010-11**

A. Laundry Basket – The Board approved a grant for the alley side of the building as submitted except that MF is to verify if the signage was already paid for and confirm the total grant amount. (PJ/WR,4-0)

B. The Port Theater – The Board approved a grant for the historic restoration of the alley side and front of the building up to the maximum of \$10,000 pending MF receipt and approval of better cost details from a qualified Contractor. (PJ/JP,4-0)

## **VI. Projects**

- A. North PSJ Annexation – no update
- B. Civic Signage
  - 1. The TODS sign on US-98 is anticipated to be installed in October.
- C. PSJ City Commons
  - 1. The gazebo construction has been re-scheduled by the City Public Works Dept to October.
- D. US-98 Streetscape Improvements
  - 1. FDOT re-surfacing work will continue thru the year end.
  - 2. Phase-2 Landscaping is anticipated to begin in October.
  - 3. The sealcoat and re-stripping of the side streets into downtown are complete.
- E. Waterfront Parks
  - 1. The Board discussed the City's need for additional sod for the new bypass road. However the PSJRA budget does not have any remaining funds to assist with this need at this time.
- F. Billy Joe Rish Parking Lot
  - 1. Preble-Rish has completed the engineering and submitted for permits this week.
  - 2. The PER needed for the grant application has not been completed yet.
  - 3. MF reported that the preliminary response from FDOT is that we can spend any remaining landscape grant monies on the parking lot landscaping since it is adjacent to US-98.
  - 4. The parking lot landscaping design is underway.

## **VII. Community Programs – see budget comments**

## **VIII. Meeting Adjournment**

- A. The meeting was adjourned at approximately 7:15 pm (WR/JP,4-0)

Approved:

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Patrick Jones – Vice Chair

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Willie Ramsey - Director