

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

MEETING MINUTES

Jan 13, 2011 – 10:00 AM

ATTENDANCE

Patrick Jones – Chairman	(PJ)	Present
Willie Ramsey – Vice-Chairman	(WR)	Present
Bill Reid – Secretary	(BR)	Present
Marie Todd – Director	(MT)	Absent
Jessica Patterson - Director	(JP)	Present
Boyd Pickett - Director	(BP)	Present
Phil Early – Director	(PE)	Absent
Matt Fleck- Executive Director	(MF)	Present

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

- I. **Call to Order** - The meeting was called to order by PJ at 10:00 AM (on-time) – the meeting was suspended briefly at 10:10 AM while more Board members joined and resumed at 10:15 AM (BP/WR,4-0)
- II. **Consent Agenda** - The minutes from the 12/09/10 meeting were reviewed and approved (BP/BR,4-0)
- III. **Citizens to be Heard** – Tom Graney spoke on behalf of the Gulf County EDC – also see below

IV. Agency Operations

- A. EDC representative Tom Graney addressed the Board and provided a modified contribution agreement – originally drafted by City attny Tom Gibson - between the PSJRA and the EDC which provides for the voting membership for the PSJRA as requested. This agreement will allow the PSJRA to issue the contribution check to the EDC as previously committed.

- B. MF reported that FY2010-11 TIF payments had been received in full from both the City and the County prior to 12/31/10 as requested.
- C. Board Officers signed the new signature cards for the Agency bank accounts.
- D. The Board reviewed the annual accounting recap report from Roberson Associates, CPA for the PSJRA expenditures in FY2009-10.
- E. MF reported that during a special meeting held on 1/11/11, the Gulf County Commission has requested that the PSJRA be included in a new Economic Development Initiative Committee to be formed between the City, County, EDC, Chamber of Commerce, TDC, PSJRA and the Port Authority. The County has requested that the PSJRA provide representation by the Chairman or his designee and for the group to provide an organizational chart by the next County Commission meeting on 1/25/11. Tom Graney also added that the purpose of this effort as he understands it is to provide organization, efficiency, and consolidation of Economic Development efforts . PJ will attend the first meeting scheduled for Tues. 1/18/11 at 2pm.
- F. The Board agreed to execute the employment contract for MF-Executive Director for FY2010-11 on the same terms as the previous year except for a reduction in the average hours from 20hrs/wk to 17hrs/wk to coincide with the reduction in overhead budget. (BR/JP,6-0)

V. Façade Grant Program

- A. The Board approved a Grant Award to Dwight Van Lierop for the building on Williams Ave as submitted at 50% for the side of the building. This is a carry-over from previous years and the work has already been completed. (BP/WR,6-0)
- B. The Board reviewed and agreed to Pre-Approve the Grant application from Bart Lowery for the St Joe Bar on Reid Ave as submitted at 50% for the front of the building and 90% for the signage. Reimbursement payment of this grant cannot occur until additional funding becomes available in the future. This Pre-Approval will allow the applicant to submit for re-imburement in the future if and when more grant funds become available. (BP/WR,6-0)
- C. The Board discussed the remaining outstanding grant applications from previous years and the potential that these may delay grants to other new applicants that are actively working on improvements. MF is to send

letters to the outstanding applicants with a deadline of 3/1/11 to submit any remaining applications and supporting documentation for review.

VI. Projects

A. North PSJ Annexation

1. The City has requested additional funding for the proposed Langston Dr connection between MLK and Williams Ave to pay for sod. The Board discussed and agreed to re-allocate another \$3000 from the BJ Rish Parking Lot Budget to Langston Dr to add to the previous commitment of \$2000 for a total of \$5000 for sod along the pavement edge and swales. (WR/BR,5-0)
2. The Board agreed that the previous commitment of \$6000 for the concrete materials to place a sidewalk along one side of the new road remains unchanged since this sidewalk is important to the safety and functionality of the new connection.

B. Civic Signage

1. MF reported that the City Entry Sign Tower design, budget, and a check from last year's unspent TIF funds were presented to the City Commission last month. The City Manager has requested a full-size mock-up of the sign graphics to test the sign locations and size before proceeding with any fabrication.
2. MF updated the Board on the Chamber of Commerce interest in the remaining TODS signage and the pedestrian oriented business signage program. MF reported that efforts have been suspended while the City Manager is working on new common area signage concepts to avoid duplication of efforts.
3. MF updated the Board that the City Commission has agreed to have the City Attorney draft a simple revision to the signage ordinance to allow public event banners over US-98 and SR-71 with the approval of FDOT.
4. The Board requested that MF check with Code Enforcement to verify if the flashing messages on the Port Shopping Center sign are in accordance with the signage ordinance restrictions on electronic signage.

C. PSJ City Commons

1. MF reported that the Gulf County Prison Warden has rejected our request for labor forces for the Gazebo Construction. MF also reported that the low-bidder Windolf Construction is still interested in helping get the project completed if the Agency can provide partial funding and other funds can be raised by donation or volunteer labor. The Board agreed to offer a total of \$5000 toward the labor costs by re-allocating \$3000 from the BJ Rish Parking lot budget to be added to the remaining \$2000 in the Gazebo budget. (WR/BR,5-0)

D. US-98 Streetscape Improvements

1. MF is still following several small issues with FDOT on the resurfacing project: traffic signal change at SR-71; deteriorated traffic sign replacement; and revised speed limit to 35 mph on the North end.
2. The Phase-2 Landscaping deadline has been extended to 3/31/11 and the remaining \$14,000 budget has been committed to extend the landscaping Northeast on SR-71 in the center island from Long Ave to Woodward Ave.
3. The Board discussed and agreed that the PSJRA does not object to the relocation (by the City) of the (3) new trees on US-98 near the Port Shopping Center monument sign further to the North to avoid future sight line conflicts when the trees mature.(BP/WR,6-0)

E. Waterfront Parks – no update

F. Billy Joe Rish Parking Lot

1. FDOT has officially rejected our request for landscape funding on the BJ Rish Parking Lot Project, however they have agreed to allow us to spend the \$18,345 Grant on additional landscaping on US-98 to the North.
2. The USDA Grant application was submitted on 1/4/11. Local Business Owners provided strong letters of support that should help secure the grant.

VII. Community Programs – no update

VIII. Meeting Adjournment

- A. The meeting was adjourned at approximately 11:45 AM (WR/MT,5-0)

Approved:

Patrick Jones- Chairman

Willie Ramsey – Vice-Chair