

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

MEETING MINUTES

May 12, 2011 – 8:00 AM

ATTENDANCE

Patrick Jones – Chairman	(PJ)	Present
Willie Ramsey – Vice-Chairman	(WR)	Present
Bill Reid – Secretary	(BR)	Present
Marie Todd – Director	(MT)	Present
Jessica Patterson - Director	(JP)	Present
Boyd Pickett - Director	(BP)	Present
Phil Early – Director	(PE)	Present
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 8:10 AM
- II. **Consent Agenda** - The minutes from the 4/14/11 meeting were reviewed and approved (BR/WR,4-0)

III. Citizens to be Heard

- A. The following citizens were present and made comments regarding the PSJRA' s RFP and Bid evaluation for landscaping contracts: Patrick Farrell, Rick White, Hal Keels, Joanna Bryan. Please see the US-98 streetscape Improvements section below.

IV. Agency Operations

- A. The Board reviewed the PSJRA Annual Report for FY 2010-11 which is posted on the PSJRA website and will also be forwarded to the City and County Commissions for information.

- B. Current Executive Director, MF has exercised the (60) day termination clause in the current Employment Contract. MF will remain under contract through 6/30/11. MF will remain available on an as-needed basis beyond the contract termination to assist the Agency with the transition and ongoing projects. The Board thanked MF for his efforts on behalf of the Agency and the Community.
- C. The Board discussed and agreed to place an advertisement for a replacement Executive Director ASAP. Ad for the E.D. position will be for part-time, contract based employment at +/- 20 hours per week. MF to distribute a draft advertisement for Board comments. (BP/BR,7-0)
- D. MF reviewed the recent letter sent to the Gulf County Property Appraiser regarding the Appraiser's mistaken posting of property tax delinquency on the recently purchased US-98 Public Parking Parcel. The PSJRA as a part of the government of the City of Port St Joe is exempt from property taxes. PSJRA counsel, Joanna Bryan will follow up with the Property Appraiser to insure that he follows through on his verbal commitment to resolve the issue with the tax collector.
- E. MF reminded the Board to review the list of potential 2012 budget line items from our last meeting minutes and to start prioritizing their objectives. It is anticipated that FY 2011-12 TIF funding will again be less than the current year.
- F. The Board agreed to move the regular Thursday meetings to 8:00 am.

V. Grant Programs – no update

VI. Projects

A. North PSJ Annexation

- 1. MF reported that the Langston Drive paving is complete and the sod funded by the PSJRA has been placed. The timing of the proposed sidewalk connection to be installed by Public Works and funded by the PSJRA is unknown at this time due to other City labor priorities.

B. Civic Signage

- 1. MF reported that engineering has been obtained for the posts on TODS sign #1. WR to proceed with replacing the decorative posts with the stronger standard posts. The failed decorative sign posts are to be returned to the manufacturer for refund.

2. MF reported that the proposal for TODS signage, Event signage, and local business signage had been delivered to the Chamber of Commerce as directed. The Chamber has currently tabled discussions on the topic.

C. PSJ City Commons

1. MF reported that the gazebo construction is complete and was dedicated to the Public at the Farmer's Market on 5/7/11. The Gazebo still needs future funding for lighting, furniture and colored stain.

D. US-98 Streetscape Improvements

1. MF reported that (3) bids were received for the RFP - US-98 and SR-71 Landscape Maintenance. The Board reviewed and discussed the RFP and the Bids extensively and agreed to make a recommendation to the City Commission to award the contract to the low bidder, Coastal Design and Landscaping. (BP/WR,7-0)
2. MF explained that the funding available to pay for the landscape maintenance would come partially from the existing FDOT grant and any shortfall in this funding would need to come from the PSJRA landscape maintenance budget. All of the FDOT grant funding is currently committed in the existing contract with Floridian Construction for the Phase-2 landscaping. It is anticipated that a deductive change order will be executed between the City and Floridian between \$8000 and \$20,000 which represents the landscaping maintenance line item in their bid plus liquidated damages for late delivery of the project completion.
3. Local landscape bidders GCPS, and Coastal Design and Landscaping representatives were present and engaged in the discussion. Patrick Farrell (GCPS) who was the 2nd lowest bidder, objected to the landscape maintenance RFP as unclear with regards to the pine straw quantity and the schedule of maintenance. Rick White (Coastal) who was the low-bidder stated that the RFP was adequate and requested that an award be made based on that RFP and the qualified bids already received. Hal Keels (Coastal) commented that it would not be fair to re-bid the project with no real cause since the bidders numbers were already out. Joanna Bryan (PSJRA counsel) expressed concern over requesting too much detail of specific quantities in the RFP's unless the Agency intended to verify all of the quantities requested, she recommended that we identify the desired results of the work instead. PJ commented after

the extensive discussions that there was no apparent reason to invalidate the bid results for this project.

4. MF reported that the RFP for US-98 Landscaping Phase-3 has been suspended pending the Board's further review and approval of the RFP. MF is to distribute the current RFP to the Board for review and further direction and then re-advertised for bids. (WR/BR,7-0)
5. The Board as well as the landscape contractors present discussed the RFP for US-98 Phase-3 Landscaping extensively including the following topics:
 - a. The need for a subjective review of the work so that it "looks good" and is "visibly acceptable to the customer"
 - b. That bidders undergo scrutiny as to their previous work and references before any award recommendation
 - c. A continued preference for local contractors in order to maximize accountability to the local community
 - d. To obtain local expertise to help review RFP details before posting
 - e. The potential to include an aggressive cancellation clause in the contract language for failure to perform
 - f. That any RFP questions should be tendered by the Bidders and responded to by the Owner before the bids are received.
6. MF reviewed the \$24,244.51 proposal from Progress Energy for the lease rate buy-down of the decorative light poles in the US-98 streetscape project. The Project budget includes \$25,000 to reduce the monthly lease expense to the City in order to mitigate the up-charge for the decorative lighting installed in lieu of standard street lighting. MF to execute the agreement with Progress and make payment as per the current project budget and objectives.

E. Bayfront Parks – no update

F. Billy Joe Rish Parking Lot

1. MF reported that USDA has issued more comments on the Grant application and that responses will be returned promptly.
2. DEP grant for the tower construction is still pending funding and potential award.

VII. Community Programs – no update

VIII. Meeting Adjournment - The meeting was adjourned at approximately 10:30 AM (BP/BR,7-0)

Approved:

Patrick Jones- Chairman

Willie Ramsey – Vice-Chair