

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

**MEETING MINUTES**

September 15, 2011 – 10 AM

ATTENDANCE

Patrick Jones – Chairman	(PJ)	Present
Willie Ramsey – Vice-Chairman	(WR)	Present (10:40)
Bill Reid – Secretary	(BR)	Present
Marie Todd – Director	(MT)	Present
Jessica Paterson - Director	(JP)	Present
Boyd Pickett - Director	(BP)	Present
Phil Early – Director	(PE)	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 10:06 AM.

**II. Consent Agenda** - The minutes of 8/11/11 meeting were reviewed and approved (BR/BP, 6-0).

**III. Citizens to be Heard** – None.

**IV. Agency Operations**

A. Budget

The PSJRA priorities and goals were discussed in conjunction with the budget detail. Priorities for FY 2012 include:

- Port Theatre
- North PSJ Grant Application Program
- Employee parking options

The following two priorities will require comprehensive planning and public input.

- Bayfront Park Pathways
- Reid Avenue improvements, e.g. tree lights and paving repairs

A special meeting to approve the final budget will be held on Tuesday, September 27 at 10 AM.

## B. Governance

- Sunshine Law: The Board discussed the Sunshine Law and practical applications for the PSJRA to ensure understanding and compliance.
- Mission Statement: The Board will review the information in the meeting packet and prepare for discussion at the next meeting.

## V. Grant Programs

### A. Façade Grants

1. Harry Arnold (Port Theatre), who had an extension to September 30 to submit plans, has not submitted information to date.
2. GA will work with Tan Smiley to create a detailed estimate and specifications for the Carwash application.
3. Blaylock/Norton have been paid on one of two invoices; the balance will be paid in FY 2012.
4. GA will followup with all outstanding applications to organize for the new budget cycle.

### B. Grants

The board (BP/BR, 7-0) voted to fund half of a three-year subscription to FoundationSearch in a 50-50 partnership with the City of Port St. Joe to locate additional grants in both the private and government sectors.

## VI. Projects

### A. Downtown Landscaping

1. The Downtown Landscape Maintenance contract for FY 2012 was awarded to the low bidder, GCPS (BP/BR, 7-0).
2. The current 98/71 landscape maintenance contract will be extended through September 2012, at which time all landscape maintenance will be combined in one contract.
3. Design improvements to Reid Avenue landscaping is tabled.
4. GA will explore options for a new shade cover at the Dr. Joe Memorial Parking Lot that has a five-year warranty and is a material better suited to withstanding normal seasonal wind events.

### B. US-98 Streetscape Improvements

1. Phase 2: The PSJRA will reimburse the City monthly to offset the overage in the 98/71 maintenance fees over and above the grant

amount. Two of twelve payments of \$481.66 each were made in FY 2011. The remaining ten will be paid in FY 2012.

2. Phase 3 landscaping installation will begin September 19. Coastal Design and Landscape has confirmed receipt of all required permits.
3. Phase 2 Irrigation Heads – No heads have been broken since the last meeting.

#### 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. Parking Lot Construction
  - The projected project start date is September 19, 2011, pending a Notice to Proceed from USDA. The anticipated construction dates are December 5 – February 17.
2. Observation Tower
  - The projected project start date is December 16. The anticipated construction dates are February 20 – May 4.
  - GA will continue research on ADA accessibility options and will identify similar projects to determine additional options.
  - GA will create an RFP for structural engineering to ensure the safety of the structure.
3. Landscaping
  - The PSJRA will create the RFP, award the contract, and coordinate construction of the landscaping portion of the project during the parking lot construction phase.

#### E. Alley Dumpster Project

- GA will issue an RFP for design/build, which will include overall design specifications.
- The FY 2012 budget will be amended to add a metal barrier between the dumpsters and the wall to protect the fence.
- The addition of a grease trap will be investigated.
- Alternately, the addition of a public recycling station will be considered.
- A local artist has offered to paint a mural on the fence. The labor will be donated, and the PSJRA will reimburse

materials. GA will confirm murals conform to the City signage code.

**F. Port Theatre**

1. The Forgotten Coast Cultural Coalition has requested collaboration with the PSJRA to support a new 501 (c)(3) foundation to manage the redevelopment of the historic building into a cultural art center.
2. The PSJRA expressed support of development of the Port Theatre and requests a formal proposal, including structure for use of PSJRA's ED's time and use of the grant subscription service.

**VII. Community Programs**

1. Merchants Association

- The PSJRA will continue in to attend meetings in the position of an observer.
- Should the group solidify, the PSJRA will create guidelines for participation as several Directors are business owners who must adhere to the Sunshine Law when in attendance.

**VIII. Meeting Adjournment** - The meeting was adjourned at 12:05 PM (BP/BR, 7-0).

Approved:

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Patrick Jones- Chairman

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Willie Ramsey – Vice-Chair