

**City of Port St. Joe
Redevelopment Agency Board Regular Meeting
October 7 at 11:00 A.M.**

**Steve Kerigan
Rex Buzzett
Eddie Fields
Scott Hoffman**

**Eric Langston
Brett Lowry
Linda Bullock
Marvin Davis**

PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

ROLL CALL OF THE BOARD

CONSENT AGENDA:

July 1, 2025 Regular Meeting Minutes

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BUSINESS ITEMS

- **Scott Chaistain/Kenny Thompson CRA Plan Update**
- **Generations Housing Rehabilitation Update**
- **Interest Rate Incentive Program Revision**
- **Developer Incentive Program**
- **Funding Stream Update**
- **Budget Meetings**
- **Citizens to be Heard**
- **Discussion by Board Members**
- **Motion to Adjourn**

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***You are hereby notified that in accordance with Florida Statutes, you have the right to appeal any decision made by the Board with respect to any matter considered at the above referenced meeting. You may need to ensure that a verbatim record of the proceedings is made which may need to include evidence and testimony upon which the appeal is based.**

City of Port St. Joe
Redevelopment Agency Board
Regular Meeting
July 1, 2025

Minutes

Pledge of Allegiance and Moment of Silence

Roll Call of the Board

Present		Absent	
Board	Staff	Board	Staff
Eric Langston, Chairman	Jim Anderson	Linda Bullock	Clint McCahill
Rex Buzzett	Charlotte Pierce	Marvin Davis	
Steve Kerigan	Mike Lacour		
Brett Lowry	Jake Richards		
Eddie Fields			
Scott Hoffman			

After ascertaining that a quorum was present, Chairman Langston called the meeting to order at 11:00 A.M.

Consent Agenda

Minutes, June 3, 2025, Special Meeting:

A Motion was made by Rex Buzzett, second by Eddie Fields, to approve the Minutes of the June 3, 2025, Special Meeting. All in favor; Motion carried 6-0.

Business Items

PSJRA Executive Director Darrell Starling reviewed the following items with the PSJRA Board.

Office Space Option – Washington Improvement Group Building

A Motion was made by Steve Kerigan, second by Brett Lowry, to provide office space in the Washington Improvement Group Building for the PSJRA and to help with the utilities and internet service in the amount of \$350 per month. Eddie Fields is a member of the Washington Improvement Group and stated he would be abstaining from voting. Mr. Fields completed Form 8B Memorandum of Voting Conflict For County, Municipal, and Other Local Public Officers and it is attached as Exhibit A. All in favor; Motion carried 5-0 with Mr. Fields abstaining.

CRA Workshop on the Developer Incentive Program and Program Overview and Interest Rate Incentive Program

Mr. Starling shared that he is working with Kathy Gilbert of the Citizens of Gulf County Long Term Recovery Team, Diana Burkett of the Christian Community Development Fund, Gulf County Legal Aid Service, and a duPont representative on this program. Centennial Bank is also assisting with the Generations Program.

Update on House Bill 991 and Senate Bill 1242

Both bills are on pause and Mr. Starling encouraged the members to continue to monitor them.

DR-420 TIF

Mr. Anderson shared that there is a 30-day response for filing the preliminary millage rate and noted the expected combined revenue from the city and county should be approximately \$163,547.79, based on the current millage.

Citizens to be Heard

Robert Benderson, NPSJ CDC handed out a sheet defining their Organizational Role and Grant use concerning the City Commission Meeting of June 17, 2025.

Discussion by Board Members

Eddie Fields shared his concerns about the NPSJ CDC.

Chairman Langston voiced his disappointment in the duPont Foundation reducing the funding amount they had previously given to the Gulf Coast Workforce Board for the Summer Recreation Program at the Washington Gym.

There was no other business to be discussed today, and Chairman Langston adjourned the meeting at 11:50A.M.

Approved this _____ day of _____, 2025.

Eric Langston, PSJRA Chairman

Date

Charlotte M. Pierce, City Clerk

Date

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME Fields, Eddie C.		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Port St. Joe Redevelopment Agency	
MAILING ADDRESS P.O. Box 234		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: ☒ CITY ☐ COUNTY ☐ OTHER LOCAL AGENCY	
CITY Port St. Joe, FL 32456	COUNTY Gulf	NAME OF POLITICAL SUBDIVISION: City of Port St. Joe	
DATE ON WHICH VOTE OCCURRED 7/1/2025		MY POSITION IS: ☐ ELECTIVE ☒ APPOINTIVE	

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; and

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Eddie Fields, hereby disclose that on 1 July, 2025:

(a) A measure came or will come before my agency which (check one or more)

- ☐ inured to my special private gain or loss;
- ☐ inured to the special gain or loss of my business associate, _____;
- ☐ inured to the special gain or loss of my relative, _____;
- ☒ inured to the special gain or loss of Washington Improvement Group, by whom I am retained; or
- ☐ inured to the special gain or loss of _____, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

Date Filed

1 July 25

Signature

Eddie Fields

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

MEMORANDUM

October 07, 2025

TO: Community Redevelopment Agency (CRA) Board

FROM: Darrell Starling, CRA Executive Director

SUBJECT: CRA Plan Update

SYNOPSIS: *For information purposes.*

BACKGROUND

The current Port St. Joe Redevelopment Plan was conducted in June 2009.

The Community Redevelopment Agency is responsible for developing and implementing the Community Redevelopment Plan, which addresses the unique needs of the area. This plan outlines the overall goals for redevelopment and identifies the types of projects planned for the community.

Examples of traditional projects include façade grants, building renovations, site improvements, directional signage, streetscaping, sidewalks, street tree plantings, community facilities, and public parking lots. Any projects funded with revenue from the Redevelopment Trust Fund must be included in the redevelopment plan. Additionally, the redevelopment plan should be updated every five years to reflect the changing needs of the community.

On April 1, 2025, CRA Director informed the Board that an RFQ would be created for the purpose of finding a professional to update the CRA plan.

CRA Director sought after professionals to update CRA plan.

On August 1, 2025, Director received a proposal from Scott Chastain and Kenneth Thompson of TiskTask to update the CRA plan for a total of \$14,000. Please see the attached proposal and agreement. CRA Director under Purchasing and Policies and Procedures Section 5.A Small Purchase Procedures and Section 6.01 Small Purchases: “*The purchase of commodities, equipment and services which cost less than the threshold authorized in Section 5 does not require solicitation of quotes or bids. Small purchase shall be authorized by Department Superintendent or their designees.*”

Action:

CRA Director will be creating a Request for Qualification for an organization to update our CRA plan.

FISCAL IMPACT

\$14,000.

OTHER OPTIONS

N/A

ATTACHMENTS

TiskTask Proposal

TiskTask Agreement

DRAFT: Proposal for CRA Revitalization Plan

Prepared for: Port St. Joe Community Redevelopment Agency

Prepared by: Scott Chastain, TiskTask

Date: August 1, 2025

Project Overview

In 2009, the Port St. Joe Community Redevelopment Agency (CRA) adopted its original CRA Master Plan which focused on revitalizing the historic downtown and connections to the waterfront. In February 2025, the CRA boundary was formally expanded and approved by the City to include adjacent land, referred to as the "Expansion Area." This recent boundary expansion presents new opportunities for connectivity, redevelopment, and community enhancement within the CRA district.

One key objective of this recent expansion is to encourage redevelopment strategies that better connect the MLK neighborhood—located within the expanded CRA boundary—to the historic downtown and waterfront.

To align with this objective, we seek to provide a revitalization strategy that focuses on redevelopment opportunities within the CRA Expansion Area. This document will provide economic strategies and conceptual design improvements that are achievable and appropriate - connecting the MLK neighborhood to the historic downtown, enhancing walkability and public space connections, and supporting equitable economic development, throughout the CRA boundary. We propose to lead a collaborative planning process that results in a community-supported, visually compelling, and actionable CRA Master Plan update.

Scope of Work

Phase 1: Project Kickoff & Site Visit

Estimated Cost: \$1,000 (travel expenses not included)

- Tasks:
 - Conduct an in-person kickoff meeting with CRA leadership and staff
 - Tour the CRA district to assess current conditions
 - Review project goals, existing documents, and schedule
- Deliverables:
 - Meeting summary
 - Updated project schedule

- Site visit notes and initial findings

Phase 2: Research & Preparation

Estimated Cost: \$1,500

- Tasks:
 - Review prior CRA plans, zoning, demographic, and economic data
 - Develop base maps and preliminary analysis
 - Coordinate logistics and outreach for the upcoming charrette
- Deliverables:
 - Site and context analysis
 - Base maps and diagrams
 - Charrette agenda and outreach plan

Phase 3: On-Site 3-Day Design Charrette

Estimated Cost: \$7,000 (travel expenses not included)

- Tasks:
 - Set up an onsite “popup” design studio (space provided by Client) with an “open door” policy for the community to engage in the design process.
 - Conduct stakeholder interviews (up to 3),
 - Facilitate drop-in meetings & design workshops (3-5).
 - Identify and develop real-time sketches and concept drawings for 3-5 redevelopment opportunity sites
- Deliverables:
 - Charrette summary and documentation of input and feedback from meetings
 - Preliminary Master Plan drawing identifying 3-5 redevelopment opportunity sites
 - Preliminary Redevelopment Opportunity Sites “Spread” which includes narrative, rendering, and actionable next steps for each site.

Phase 4: Post-Charrette Follow-Up

Estimated Cost: \$2,000

- Tasks:
 - Refine conceptual drawings based on input
 - Collaborate with CRA staff for additional feedback
 - Begin drafting the "CRA Revitalization Plan" framework
- Deliverables:
 - Updated concept drawings
 - Draft CRA Revitalization Master Plan outline

Phase 5: Final Redevelopment Opportunities Addendum Document

Estimated Cost: \$2,000

- Tasks:
 - Produce a final CRA Revitalization Master Plan document
 - Include executive summary, community input, illustrative plans and perspectives, project phasing, and implementation strategy.

- Deliverables:
 - Final CRA Revitalization Master Plan (PDF and printed copy)

Summary of Estimated Time & Cost by Phase

Phase	Estimated Cost
Phase 1: Kickoff	\$1,000
Phase 2: Research	\$1,500
Phase 3: Pop-Up Charrette	\$7,500
Phase 4: Follow-Up	\$2,000
Phase 5: Final Plan	\$2,000
Base Fee Total	\$14,000

Estimated Additional Expenses: \$2,000 - \$3,000 (includes travel, printing, supplies, lodging, and meals)

Optional Services (Add-Ons)

Service	Description	Estimated Cost
Public Open House Event (Post-Plan)	Host a public open house after plan completion	\$2,000 - \$3,000
Additional Stakeholder or Board Meetings	Includes prep, facilitation, and summary	\$500 per meeting
Additional Work outside proposal scope	Extra drawings, research, or other tasks not specified in the proposal	\$150 pr/hr (hours needed per task to be agreed on before starting work)

Additional Notes

- Proposal excludes travel and printing costs from the base fee; these are listed as additional reimbursable expenses.
- All optional services are available upon request and can be scoped into a contract amendment.
- Timeline and deliverables can be adjusted collaboratively with CRA leadership.

Thank you for the opportunity to support the vision for Port St. Joe.

_____	_____	_____	_____
Owner, TiskTask	Date	Port St. Joe CRA Director	Date

Professional Services Agreement

Prepared for: Port St. Joe Community Redevelopment Agency

Prepared by: Scott Chastain, TiskTask

Date: September 15, 2025

This Professional Services Agreement ("Agreement") is entered into on this 02 day of October, 2025 ("Effective Date") by and between TiskTask, LLC, a consulting firm, with offices at 623 E Clay Street, Thomasville GA 31792 ("Consultant"), and The Community Redevelopment Agency of Port St. Joe, Florida, a public entity organized under the laws of the State of Florida, with offices at _____ ("City"). Consultant and City are sometimes referred to herein individually as a "Party" and collectively as the "Parties"

1. SCOPE OF SERVICES

The Consultant agrees to provide professional services to the City as described in Exhibit A (Proposal for CRA Revitalization Plan). Either Party may make changes to the scope of the particular services but they shall be agreed upon in writing by both Parties and documented in a Change Order.

2. TERM

The term of this agreement shall commence in October, 2025 and continue through February 2026, unless terminated earlier in accordance with Section 6. See Exhibit A (Project Schedule) for estimated phasing schedule.

3. COMPENSATION

The Consultant shall be compensated in accordance with the rates set forth in Exhibit A (Fee Schedule). Consultant shall submit invoices no more frequently than monthly for services rendered. City shall remit payment within 30 days of receipt of a valid invoice. Reimbursable expenses (e.g., travel, printing, permits) shall be pre-approved by the Agency and billed at cost.

4. INDEPENDENT CONTRACTOR RELATIONSHIP

Consultant is an independent contractor and not an employee, agent, or representative of the City. Consultant shall have sole control over the manner and means of performing the services.

5. INSURANCE & LIABILITY

Consultant shall maintain (and provide proof if requested) the following insurance coverage during the term of this Agreement:

- General Liability Insurance
- Professional Liability Insurance
- Workers' Compensation as required by law

Consultant shall indemnify and hold harmless the Agency, its officers, and employees from any claims, damages, or liabilities arising out of the Consultant's negligence or willful misconduct.

6. TERMINATION

Either Party may terminate this Agreement without cause or penalty by providing at least ten (10) calendar days written notice of termination. Either party may terminate this Agreement immediately for cause if the other party materially breaches any term of this agreement. In the event of termination, the Consultant shall be paid for all services performed up to the effective date of termination.

7. OWNERS OF WORK PRODUCT

Any deliverables, reports, or work products developed by Consultant for City under this Agreement shall be the property of City upon payment in full, subject to Consultant's pre-existing intellectual property rights.

8. CONFIDENTIALITY

Consultant shall maintain the confidentiality of any non-public information provided by City and shall not disclose such information to third parties without City's written consent.

9. DISPUTE RESOLUTION

The Parties agree to resolve disputes through good faith negotiations. If unresolved, disputes shall be submitted to mediation before resorting to litigation.

10. GENERAL PROVISIONS

Governing Law: This agreement shall be governed by the laws of the State of Florida.

Entire Agreement: This Agreement, including exhibits, constitutes the entire agreement between the Parties.

Amendments: Any amendments must be in writing and signed by both Parties.

Notices: Any notices under this Agreement shall be sent to the addresses listed below:

CITY: P.O. Box 278, Port St. Joe, FL 32457

CONSULTANT: 623 E Clay St., Thomasville GA 31792

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the Effective Date.

City of Port St. Joe CRA

Name (Print): _____

Signature: _____

Title: _____

Date: _____

TiskTask

Name (Print): _____

Signature: _____

Title: _____

Date: _____