

**City of Port St. Joe  
Redevelopment Agency Board Special Meeting  
December 2, 2025 at 11:15 A.M.**

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

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

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**PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE**

**ROLL CALL OF THE BOARD**

**CONSENT AGENDA:**

**October 7, 2025 Regular Meeting Minutes**

**Page 1-2**

**BUSINESS ITEMS**

- **Director Proposed Contract  
Current Contract**
- **2026 Budget**
- **Citizens to be Heard**
- **Discussion by Board Members**
- **Motion to Adjourn**

**Pages 3-8**

**Pages 9-15**

**\*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  
October 7, 2025

**Minutes**

**Pledge of Allegiance and Moment of Silence**

**Roll Call of the Board**

<b>Present</b>		<b>Absent</b>	
<b>Board</b>	<b>Staff</b>	<b>Board</b>	<b>Staff</b>
Eric Langston, Chairman Linda Bullock*11:20 A.M. Marvin Davis Eddie Fields Scott Hoffman Steve Kerigan Brett Lowry	Jim Anderson Charlotte Pierce Mike Lacour Jake Richards	Rex Buzzett	Clint McCahill

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

**Consent Agenda**

*Minutes, July 1, 2025, Regular Meeting Minutes:*

A Motion was made by Eddie Fields, second by Marvin Davis, to approve the Minutes of the July 1, 2025, Regular Meeting. All in favor; Motion carried 6-0.

**Business Items**

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

*Scott Chaistain / Kenny Thompson CRA Plan Update*

A Motion was made by Eddie Fields, second by Steve Kerigan, to retain the services of Scott Chastain and Kenneth Thompson of Tisk Task to update the CRA Plan for a total amount of \$14,000. All in favor; Motion carried 6-0. The \$14,000 will be taken from the Land Acquisition Line Item to pay for this update.

*Generations Housing Rehabilitation Update*

Director Starling shared that \$14,500 had been spent to help with the upgrading of three homes. He requested that funds be increased to \$20,000 to help with an additional 5 homes. There are 13 additional applicants for home assistance and a guide for making selections was discussed.

A Motion was made by Scott Hoffman, second by Eddie Fields, to take \$25,000 from the Grant Match Line Item and \$25,000 from the Façade Grant Line Item for a total of \$50,000 to be reallocated in this year's budget for home improvements. All in favor; Motion carried 6-0.

*Interest Rate Incentive Program Revision*

This information will be reworded before being sent out.

*Developer Incentive Program*

Cathy Gilbert of Gulf County Long term Recovery will be partnering with Director Starling to provide assistance to homeowners.

*Funding Stream Update*

Mr. Starling has been working with Centennial and Capital City Banks on funding streams. He has also talked with the duPont Foundation and with Diana Burkett of the CCDC as to them being able to assist with this program.

*Budget Meetings*

Director Starling reminded the Board that Budget Meetings will be needed prior to the new Budget Year that begins in January.

**Citizens to be Heard**

No one from the public wished to address the Board.

**Discussion by Board Members**

None of the Board members had any additional items to discuss.

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

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Eric Langston, PSJRA Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Charlotte M. Pierce, City Clerk

\_\_\_\_\_  
Date



D. STARLING  
CONSULTING

## AGREEMENT FOR PROFESSIONAL SERVICES

This Agreement is made this \_\_\_\_\_ day of \_\_\_\_\_ 2026, by and between D. STARLING CONSULTING, LLC ("CONSULTANT") with offices at P.O. Box 12 Eagle, FL 33839, and Port St. Joe Redevelopment Agency ("BUSINESS") with offices at P.O. Box 278 Port St. Joe, 32457.

### 1. SCOPE OF SERVICES

This Agreement is issued to provide funding required to cover the consulting services furnished by CONSULTANT to the BUSINESS as follows:

- A. Report directly to the Community Redevelopment Agency (CRA) Board primarily the CRA Board Chairman with all CRA business.
- B. CONSULTANT shall email all CRA business related items to CRA Board Chairman.
- C. Administer redevelopment and revitalization programs within the Redevelopment District, to include the role of as a contracted CRA Consultant.
- D. Conduct property research and coordination of real estate brokers and direct negotiations for purchase of properties for redevelopment efforts.
- E. Assist with preparing, tracking, and managing project related budget. Assist with tracking progress of project consultants including architects, planners, engineers, attorneys and development consultants.
- F. Develop and maintain positive working relationships with existing businesses to encourage business retention and expansion projects.
- G. Assist in conducting comprehensive studies of Redevelopment Area data.
- H. Assist Redevelopment Agency Board in developing short and long range plans; gather, interpret, and prepare data for studies, reports and recommendations; coordinate activities with other departments and agencies as needed.
- I. Coordinate activities and prepare applications to secure funds from available state or federal grant or loan programs. of volunteers, non-profit organizations, consultants, and governmental agencies.
- J. Promote the PSJRA as both a business-friendly and sustainable community.
- K. Direct and manage business attractions and outreach marketing strategies; work with the Public Information Officer to develop and disseminate Department news, events and achievements.
- L. Responsible for reporting as required under Florida State Statute 163, Part III.
- M. Assist with maintenance of the PSJRA website.
  - a. Assist in developing and maintaining a comprehensive inventory of available buildings and sites in the community for economic development purposes.
- N. Prepare and maintain information on utilities, taxes, zoning, transportation, community services, etc.; respond to requests for information for economic development purposes; prepare data sheets and other information. Respond to inquiries about local economic development activities and

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- opportunities.
- O. Serve as a liaison between the local government, PSJRA Board, Chamber of Commerce, merchants' associations, economic development districts, and other public, private or nonprofit groups and associations interested in economic development.
  - P. Prepare a variety of studies, reports and related information for decision-making purposes.
  - Q. Assist CRA Board Chairman with PSJRA agenda's and compliance checks to make sure the PSJRA is following the adopted plan, City rules and regulations, and Florida statutes.
  - R. Conduct technical research studies and prepare statistical reports and recommendations for drafting or revising local legislation and plans, projecting trends, monitoring socio- economic data, etc.
  - S. Monitor local, state and Federal legislation and regulations relating to economic development, and reports findings, trends and recommendations to PSJRA Board.
  - T. Serve when assigned as a member of an economic development task force composed of private, local, county or state groups.
  - U. Coordinate and manage professional services contracts, as assigned. Perform other related work as required.

## 2. TIME AND PERFORMANCE OF THE WORK

Time is of the essence in the performance of this Agreement. CONSULTANT shall proceed with the utmost diligence and dispatch in the performance of the services to be provided pursuant to the terms of this Agreement.

## 3. TERM

The Term of this Agreement shall commence upon approval of the governing Board of the PSJRA, and expire one (1) year subsequent to commencement, unless otherwise terminated by either party with 60 days written notice. The agreement may be renewed for up to three consecutive twelve-month terms upon mutual agreement of both parties.

## 4. COMPENSATION

The compensation for services rendered pursuant to the terms of this Agreement shall be a total annual amount of **\$45,000**. An initial upfront fee of \$30,000 shall be paid within 3 days of the execution of this Agreement. The remaining \$15,000 shall be paid to CONSULTANT during the month of June no later than the 15<sup>th</sup>. If BUSINESS decides to not renew CONSULTANTS contract within the first 60 days following the execution of this Agreement, then CONSULTANT will be required to pay back \$15,000 of the initial upfront fee.

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In addition, if consultant brings in more than \$300,000 to BUSINESS during this agreement year, CONSULTANT shall receive 10% of any said funding.

Note: Funding to include but not limited to grants, donations, loans, etc.

### 5. DELIVERABLES

Description	Year 1	Year 2	Year 3	Total
<b>Deliverables</b>				
No of Programs Created	1	1	1	3
No of DPA's	2	2	3	7
No of Houses Built	2	2	3	7
No of Workshops	1	1	1	3
No of Business Supported	1	2	3	6
No of Technical Assistant Hours	1440	1440	1440	4320

### 6. GENERAL

- A. **Governing Law.** This Agreement shall be governed and construed in accordance with the Laws of the State of Florida. Venue for any legal proceeding shall be in a court of competent jurisdiction in Gulf County, Florida.
- B. **Entire Agreement.** This Agreement constitutes the entire Agreement between the parties with respect to the subject matter contained herein and shall supersede all prior oral and written understandings, agreements, and proposals. No modification of this Agreement shall be valid unless made in writing, referring to this Agreement, and executed by CONSULTANT.
- C. **Independent Contractor.** CONSULTANT, in performance of the services under this Agreement, is acting as an independent contractor and shall have the exclusive control of the manner and means of performing the services.
- D. **Assignment.** This Agreement shall be binding upon the parties' respective successors and permitted assigns. CONSULTANT may not assign this Agreement or any of its rights or obligations hereunder without the prior written consent of BUSINESS, and any such attempted assignment shall be void.
- E. **Notices.** Any notices or communication under this Agreement shall be in writing and shall be personally delivered or sent by certified or registered mail return receipt requested or by confirmed facsimile transmission to the party receiving such communication at the address specified below or such other address as either party may in the future specify to the other party.

D.S.



D. STARLING  
CONSULTING

To: BUSINESS: Port St. Joe Redevelopment Agency  
P.O. Box 278 Port St. Joe, FL 32457

To: CONSULTANT: Darrell G. Starling  
P.O. Box 12 Eagle, Lake FL 33839

- F. Waiver. A failure of either party to exercise any right provided herein, shall not be deemed to be a waiver of any right hereunder.
- G. Compliance with Laws. CONSULTANT shall comply with all applicable U.S., state and local laws and regulations in performance of his obligations hereunder.
- H. Keep and maintain public records required by the public agency to perform the services.

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**(PSJRA) Board Chairman-Eric Langston "BUSINESS"**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Date**

For an acknowledgment in an individual capacity:

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_  
20\_\_\_\_\_, by \_\_\_\_\_ (name of person acknowledging.)

(Seal)

\_\_\_\_\_  
Signature of Notary Public  
Print, Type/Stamp Name of Notary

Personally known: \_\_\_\_\_

OR Produced Identification: \_\_\_\_\_

Type of Identification Produced: \_\_\_\_\_

D.S.

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D. STARLING  
CONSULTING

**Darrell Starling "CONSULTANT"**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Date**

For an acknowledgment in an individual capacity:

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_  
20\_\_\_\_\_, by \_\_\_\_\_ (name of person acknowledging.)

(Seal)

\_\_\_\_\_  
Signature of Notary Public  
Print, Type/Stamp Name of Notary

Personally known: \_\_\_\_\_

OR Produced Identification: \_\_\_\_\_

Type of Identification Produced: \_\_\_\_\_

D.S.

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D. STARLING  
CONSULTING

#### AGREEMENT FOR PROFESSIONAL SERVICES

This Agreement is made this 21<sup>st</sup> day of January 2025, by and between D. STARLING CONSULTING, LLC ("CONSULTANT") with offices at 120 SUMMER VIEW CIRCLE, WINTER HAVEN, FL 33880, and Port St. Joe Redevelopment Agency ("BUSINESS") with offices at P.O. Box 278 Port St. Joe, 32457.

#### 1. SCOPE OF SERVICES

This Agreement is issued to provide funding required to cover the consulting services furnished by CONSULTANT to the BUSINESS as follows:

Essential Duties and Responsibilities Under the ReCon-Struct NOW! Initiative:

- Conduct an initial assessment of the Port St. Joe Redevelopment Agency (PSJRA) programs/initiatives that addresses three phases:

##### Phase I - Housing Development (1 ½ month or sooner)

1. Vacant Lots
2. Single Family Homes
3. Duplex/Tri-plex
4. Multifamily Heirs Property
5. Homes Needing Rehab Work

##### Economic Development

6. Façade Needs
7. Financial Incentives
8. Business Recruitment

##### Phase II -- Infrastructure (1 month or sooner)

9. Improvements
10. New

##### Phase III - Community Engagement (1 month or sooner)

11. Art/Culture
12. PSJRA engagement
13. PSJRA workshops

**D.S.**



D. STARLING  
CONSULTING

- a. Administer redevelopment and revitalization programs within the Redevelopment District, to include the role of as a contracted part-time Director
- b. Conduct property research and coordination of real estate brokers and direct negotiations for purchase of properties for redevelopment efforts.
- c. Assist with preparing, tracking, and managing project related budget. Assist with tracking progress of project consultants including architects, planners, engineers, attorneys and development consultants.
- d. Develop and maintain positive working relationships with existing businesses to encourage business retention and expansion projects.
- e. Assist in conducting comprehensive studies of Redevelopment Area data.
- f. Assist Redevelopment Agency Board in developing short and long range plans; gather, interpret, and prepare data for studies, reports and recommendations; coordinate activities with other departments and agencies as needed.
- g. Coordinate activities and prepare applications to secure funds from available state or federal grant or loan programs. of volunteers, non-profit organizations, consultants, and governmental agencies.
- h. Promote the PSJRA as both a business-friendly and sustainable community.
- i. Direct and manage business attractions and outreach marketing strategies; work with the Public Information Officer to develop and disseminate Department news, events and achievements.
- j. Responsible for reporting as required under Florida State Statute 163, Part III.
- k. Assist with maintenance of the PSJRA website.
- l. Assist in developing and maintaining a comprehensive inventory of available buildings and sites in the community for economic development purposes.
- m. Prepare and maintain information on utilities, taxes, zoning, transportation, community services, etc.; respond to requests for information for economic development purposes; prepare data sheets and other information. Respond to inquiries about local economic development activities and opportunities.
- n. Serve as a liaison between the local government, PSJRA Board, Chamber of Commerce, merchants' associations, economic development districts, and other public, private or nonprofit groups and associations interested in economic development.
- o. Prepare a variety of studies, reports and related information for decision-making purposes.
- p. Prepare PSJRA agenda's, meeting minutes, and compliance checks to make sure the PSJRA is following the adopted plan, City rules and regulations, and Florida statutes.

**D.S.**



D. STARLING  
CONSULTING

- q. Conduct technical research studies and prepare statistical reports and recommendations for drafting or revising local legislation and plans, projecting trends, monitoring socio- economic data, etc.
- r. Monitor local, state and Federal legislation and regulations relating to economic development, and reports findings, trends and recommendations to PSJRA Board.
- s. Serve when assigned as a member of an economic development task force composed of private, local, county or state groups.
- t. Coordinate and manage professional services contracts, as assigned. Perform other related work as required.

## 2. TIME AND PERFORMANCE OF THE WORK

Time is of the essence in the performance of this Agreement. CONSULTANT shall proceed with the utmost diligence and dispatch in the performance of the services to be provided pursuant to the terms of this Agreement.

## 3. TERM

The Term of this Agreement shall commence upon approval of the governing Board of the PSJRA, and expire one (1) year subsequent to commencement, unless otherwise terminated by either party with 60 days written notice. The agreement may be renewed for up to three consecutive twelve-month terms upon mutual agreement of both parties.

CONSULTANT acknowledges that BUSINESS reserves the right to terminate this Agreement within the first 60 days from the execution of this initial contract, which will require CONSULTANT to pay \$5000 to BUSINESS.

## 4. COMPENSATION

The compensation for services rendered pursuant to the terms of this Agreement shall be a total annual amount of \$35,000. An initial upfront fee of \$10,000 shall be paid within 3 days of the execution of this Agreement. If BUSINESS decides to not renew CONSULTANTS contract within the first 60 days following the execution of this Agreement, then CONSULTANT will be required to pay back \$5,000 of the initial upfront fee. The remaining \$25,000 shall be broken into 12 monthly payments of \$2083.33, with each payment provided to CONSULTANT within the on or before the 15<sup>th</sup> of every month. In addition,

D.S.



D. STARLING  
CONSULTING

CONSULTANT shall receive 10% of any funding brought into the PSJRA by CONSULTANT by way of grant, donation, etc.

## 5. DELIVERABLES

Deliverables				
No of Programs Created	1	1	1	3
No of DPA's	2	2	3	7
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- C. **Independent Contractor.** CONSULTANT, in performance of the services under this Agreement, is acting as an independent contractor and shall have the exclusive control of the manner and means of performing the services.
- D. **Assignment.** This Agreement shall be binding upon the parties' respective successors and permitted assigns. CONSULTANT may not assign this Agreement or any of its rights or obligations hereunder without the prior written consent of BUSINESS, and any such attempted assignment shall be void.
- E. **Notices.** Any notices or communication under this Agreement shall be in writing and shall be personally delivered or sent by certified or registered mail return receipt requested or by confirmed facsimile transmission to the party receiving such communication at the address

D.S.



D. STARLING  
CONSULTING

specified below or such other address as either party may in the future specify to the other party.

To: BUSINESS: Port St. Joe Redevelopment Agency  
P.O. Box 278 Port St. Joe, FL 32457

To: CONSULTANT: Darrell G. Starling  
120 Summer View Circle Winter Haven, FL 33880

- F. Waiver. A failure of either party to exercise any right provided herein, shall not be deemed to be a waiver of any right hereunder.
- G. Compliance with Laws. CONSULTANT shall comply with all applicable U.S., state and local laws and regulations in performance of his obligations hereunder.
- H. Keep and maintain public records required by the public agency to perform the services.

**D.S.**



D. STARLING  
CONSULTING

(PSJRA) Board Chairman-Eric Langston "BUSINESS"

*Eric D. Langston*  
Signature

ERIC D. Langston  
Printed Name

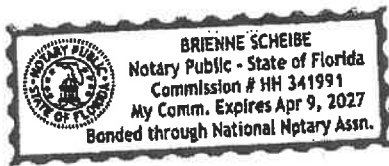
11/21/24  
Date

For an acknowledgment in an individual capacity:

STATE OF FLORIDA  
COUNTY OF Gulf

The foregoing instrument was acknowledged before me this 21 day of January  
2025, by Eric Langston (name of person acknowledging.)

(Seal)



*Brienne Scheibe*  
Signature of Notary Public  
Print, Type/Stamp Name of Notary

Personally known:

OR Produced Identification: \_\_\_\_\_

Type of Identification Produced: \_\_\_\_\_

D.S.



D. STARLING  
CONSULTING

**Darrell Starling "CONSULTANT"**

*[Handwritten Signature]*  
Signature

Darrell Starling  
Printed Name

1/23/25  
Date

For an acknowledgment in an individual capacity:

STATE OF FLORIDA  
COUNTY OF Polk

The foregoing instrument was acknowledged before me this 23<sup>rd</sup> day of January  
2025, by Darrell G. Starling II (name of person acknowledging.)

(Seal)



*[Handwritten Signature]*  
Signature of Notary Public  
Print, Type/Stamp Name of Notary

Personally known: ✓

OR Produced Identification: \_\_\_\_\_

Type of Identification Produced: \_\_\_\_\_

D.S.