

The Quincy Community Redevelopment Agency Board met in regular session on Tuesday, March 14, 2017 with Chairman Elias presiding and the following **present**:

Board Member McMillan  
Board Member Gay  
Board Member Sapp

**Also present:**

Attorney Brown  
CRA Manager Regina Davis

**Call to Order**

Chairman Elias called the meeting to order at 5:00 pm.

**Approval of Agenda**

Member Sapp made a motion to approve the February 14, 2017 minutes with necessary corrections should there be any. Member McMillan seconded the motion. Motion carries with a vote of 4-0.

**Approval of Minutes**

Member Gay made a motion to approve the agenda. Member Sapp seconded the motion. Motion carries with a vote of 4-0 with the following revisions:

- \* Member Sapp was present at February meeting
- \* correction to Finance Directors name
- \* motion regarding the purchase of the Kelley lot needs to be modified to reflect second and carrying of motion 3-1 with Chair Elias voting nay.

**Financials**

The finance report was provided and showed an ending balance of \$640,158.36 which reflects full and final payment to North Florida Construction for Phase I at Tanyard Creek and payments to the City for payroll, purchase card expenses and other reimbursement costs. Member Sapp made a motion to approve the financials. Member McMillan seconded the motion. Motion carries with a vote of 4-0

**Board Member Dowdell enters.**

**Amended Budget Approval**

During the February 14<sup>th</sup> CRA Board meeting the Manager advised the board that the 2016-17 adopted budget needed to be amended. The City Finance Director calculated the revenues to be \$105,559 less than previously noted. There was also discussion regarding the difference of approximately \$20K from the bank balance and the balance reflected on paper. The manager is recommending that this amount be deducted from the "Contingencies – Board Approved " line item, leaving a balance of \$155,441.00 in Contingency. It was motioned by Member McMillan to accept the amended budget. Seconded by Member Dowdell. Motion carries 5-0.

### **Kelly Lot Purchase**

Attorney Brown advised that the contract has been sent to Mr. Kelly for signature, if signed and returned there is a April 30<sup>th</sup> closing date. It includes making the payment in three installments and a contingency that the property must appraise at the \$182,050 price. The survey, appraisal and title insurance will be completed when signed contract is returned. He has taken every precaution to ensure the CRAs best interest. There was discussion on various scenarios related to the purchase.

### **CRA Manager Updates**

*Tanyard Creek* – The written letter of completion for Phase I of Tanyard Creek is delayed until a new staff person is hired by DEP. Expected by April 1<sup>st</sup>.

*RD Edwards Building* – Contacted the previous contractor to verify that the quotes/estimates for Phase 2 & 3 are still valid. Waiting to hear back. The manager is preparing to submit a grant during the upcoming grant cycle which runs from April 1<sup>st</sup> to June 1<sup>st</sup>.

*Downtown Trees* – Espositos has provided a quote/recommendation with 2 options for replacement trees and is coming back with 2 other choices. Once received the manager will present to the Main Street and Historic board for review and recommendation. A final choice will be brought back to the board for approval.

*SEEP* – This program was readvertised and received 4 new applicants. Of those only 1 was eligible, Doris Bryant. The manager was directed to readvertise in the Gadsden County Times and on WQTN.

*Habitat Housing* – They have contacted the manager and have a person ready to build in the City but don't have a lot. There are funds in the CRA budget set aside for this project.

*Lobbyist* – During the previous meeting Member Gay expressed an interest in retaining a lobbyist. The manager is asking for direction as to who should handle this. Member Gay indicated that it is too late to hire a lobbyist for this session but wants it to be kept in mind for next year.

### **Board Attorney Updates**

Nothing.

### **Board Member Comments**

Member Gay – nothing

Member Sapp – nothing

Member McMillan – nothing

Member Dowdell – nothing

Chair Elias - nothing

**Adjournment** – Meeting adjourned at 5:50pm.