
The Quincy Community Redevelopment Agency Board met in regular session on Tuesday, November 8, 2016 with Chairman Elias presiding and the following **present**:

Board Member Daniel McMillan
Board Member Angela Sapp

Board Member Andy Gay
Board Member Dowdell

Also present:

CRA Manager Regina Davis

CRA Attorney Brown

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 agenda. Member Gay seconded the motion. Motion carries with a vote of 5-0.

Approval of Minutes

Member Gay made a motion to approve the October minutes. Member Sapp seconded the motion. Member McMillan noted a correction on page 2 of minutes, should read, "Member McMillan – Narrow the focus; *maximize* amount of dollars spent.. Motion carries with a vote of 5-0.

Financials

The financials were provided and show an ending balance of \$170,548.61 not including City of Quincy payroll, purchase card expenses and other reimbursement costs. Member McMillan asked for clarification on the annual travel budget. The manager advised the budget is \$5,000 and explained that her intent was to use a portion of the funds from last year's travel budget to cover the cost of members attending the annual conference but was advised that this was not allowable. Member Dowdell asked for clarification on the number of members attending the conference and how their allowance was determined. Five board members and the attorney attended and their amounts were based on their length of stay, cost of room and mode of transportation. Expecting about a \$1,500 return from members/attorney.

Senior Energy Efficiency Program

The manager received additional bids at the direction of the board. Field Inspector, Marvin Tribue, was present to answer questions also. The three bidders are Cornerstone Construction, Haber Remodeling and Dupont Constructions. One bidder provided a partial quote. The current applicants were polled to see if they would prefer roof replacement vs. the current scope of work. Four of the seven chose roof replacement. Member Dowdell asked if we could afford to do both. It was explained that there is money for one or the other, the poll was just a means of gaging the

opinions of those we serve, no commitments were made. Member McMillan asked which is more prudent window and doors or roofs. Mr. Tribue indicated that although both are key to energy efficiency, he felt that roof replacement was the better option. He also stated that the average cost of replacing roofs would be \$4,500 for a metal roof.

\$100,00 budget

Member Gay is appreciative that additional bids were sought and asked what the manager's recommendation was as it relates to entering contracts for work. Should contracts be awarded to one contractor or individual by individual?

Member Dowdell motioned to award bid to the lowest bidder of each project as follows:

Cornerstone Construction: Avonette Henry and Margie Allen

Dupont Construction: Cleveland Jackson, Annie Lee, Lena Smith and Josephine Clark. Seconded by Member Gay. Member Sapp expressed concern that we are redoing homes previously home. Would still like a list of previous participants. Motion passes 5-0. After discussion if decided to move forward with the program as is and consider modifications for next program year. Chair Elias expressed concerned about using current year's funds to cover the cost of last year's project. Finance Director _____ was present and provided insight on fund balance and the ability to carry funds forward for a specific line item. A contract needs to be in place and the funds would have to be encumbered for next year. The board would need to amend the budget to have the funds from last year carried forward to cover the cost of pending SEEP projects. The finance director will provided an up to date fund balance as soon as possible.

Manager Update

Tanyard Creek – Dewberry Engineering and construction company will begin work on Phase I within the next few weeks including fencing on GF & A. Drafting a letter for Florida Communities Trust that land use changes are done and finance has set-up an expenditure and revenue account related to Phase II of the project. A walk-through of the Munroe House was done with Ms. Blackshear, the Police Department representatives and the City Manager. Repairs are estimated at \$50K. Chair Elias inquired as to who would be responsible for repairs and maintenance and what the assessed value of the land is. Manager Davis indicated that the CRA would fund the renovations and the City would be responsible for maintenance, the value of the land is unknown.

Structural Inspection/Bradwell Project – Manager provided copy of email from October 31st. Mr. Shirley, City attorney, was present and explained that the transaction that occurred on this project is considered conduit financing. He feels and the law supports that the City has no responsibility/ownership of this property nor any construction defect. Recommends that we not send engineer to site to avoid liability.

7th Street/COQ Flood Study – met with Member Sapp asked to meet with Ms. Ponder as well as Ms. Millie Forehand (present) at the City Manager's request. Need to review flood study. Spoke with the Department of Environmental Protection and Florida Communities Trust, they will look for grants to help with this project. Mr. Bell from Public Works estimated cost to exceed \$200,000. Chair Elias reminded board of Mr.

_____ who is in the same situation and needs to be included in any resolution found. Member Sapp thanked the manager for locating the study and hopes that a resolution can be found to relieve those affected.

Other Business

None

Board Attorney Updates

Lease agreement with the City of Quincy and Divinely Equipped Ministries Inc (Ms. Blackshear) has been provided to Ms. Davis for review. Member Elias wants to make sure that the Police Department is included in discussions and contract, seeing that they will share the space. The manager indicated that the two parties have met and are working out the details. Member McMillan asked if the contract is with the City and CRA. Attorney Brown indicated that the contract would be with the City as they are the property owner. He further elaborated that the CRA can make the renovations on property that is City owned. The previous lease with Investing in Our Youth was with the CRA.

Francis Kelly property on the corner of Adams and W Franklin– contacted her son, received documentation on the type of DEP program she participated in and it was a preventive program. Awaiting additional documentation on the details of that program and will forward to the Environment Protection attorney. Based on the information he received the drums on the property contain soil samples.

Board Member Comments

Member Sapp – none

Member Gay – none

Member Dowdell – none

Member Sapp - none

Chair Elias – A few years back the City had lift stations done some years ago and homeowners now have raw sewage seeping up. City Manager Wade indicated that the life station is broken and pending repair at one property and the problem has been resolved by a plumber at the other property in question. Member McMillan – feels that we should not be giving people money for repair that we gave them money for. We should not be responsible for repairs.

Adjournment – Motion to adjourn by Member Sapp, seconded by Member Gay. Meeting was adjourned at 5:57pm.