
The Quincy Community Redevelopment Agency Board met in regular session on Tuesday, September 12, 2017 with Chairman McMillan presiding and the following **present at roll call**:

Board Member Dowdell

Board Member Sapp

Also present:

Attorney Brown

CRA Manager Regina Davis

Call to Order

Chairman McMillan called the meeting to order at 4:50 pm.

Approval of Agenda

The board agreed to move items 5 & 6, Budget Approval and Tax Increment Funds Carryover, to after item 9, to allow for other board members to arrive. *Member Sapp made a motion to approve the agenda for today's CRA meeting with the necessary corrections. Member Dowdell seconded the motion. Motion carries with a vote of 3-0.*

Approval of Minutes

From July 25, 2017: *Member Sapp made a motion to approve the minutes of the CRA regular board special meeting from July 25, 2017. Member Dowdell seconded the motion. Motion carries with a vote of 3-0.*

Discussion:

Member Dowdell – Go to paragraph 1: “Manager Davis acted on a previous motion to write as many grants as possible”. Was it our intent to say just write grants or write grants for the City?

Chair McMillan – It’s hard for me to recollect. I believe we left it open ended to write grants because there were a lot of historical preservation that we were looking to do. But I’m not positive.

Member Sapp – I can’t remember, I even reread the minutes. I don’t know about that, I know we said write as many grants. I don’t know if it was that vague or not, I remember us talking about her writing grants and I guess we assumed in the capacity as the City CRA Director but I don’t remember us specifying. We’ll have to go back and check.

Member Dowdell – So in the motion that was made, how can we direct the CRA Manager to write grants for other organizations?

Attorney Brown – As far as the minutes, you can always go back and check. As long as it’s not something that is contrary to Florida law there is no problem with it. I went back and took a detailed look at Florida Law – Chapter 112, the ethics law, and I can’t see anything that is prohibited. One of the things that the CRA does is to pay money to public and not-for-profit organizations to assist with the removal of slum and blithe, which is my

understanding of why she was writing these grants. Her (Ms. Davis') time is the same thing.

Member Dowdell – Can the CRA board direct the manager to write grants for another entity?

Attorney Brown – She is your employee and it that is furthering the purpose of the CRA, I can't see any reason why you could not. It's not illegal.

Member Dowdell – How does the Big Bend CDC handle their finances?

Attorney Brown – Spoke with the manager and Big Bend CDC's attorney regarding their finances and compensation for the manager. Confident with the information provided. His investigation was based more on the law.

From August 8, 2017: Member Sapp made a motion to approve the minutes of the regular board minutes from August 8, 2017. Member McMillan seconded the motion. Motion carries with a vote of 3-0.

Member Elias enters.

Discussion:

Member Dowdell – Will these grants in their entirety be returned to us?

Manager – Will forward a copy of all three to the board. They have all three been submitted and will go before the Department of State's panel on September 19th.

Financials

According to the August 2017 statement the beginning balance was \$363,113.97, there were zero deposits, thirteen checks/debits as well as automatic withdrawals, in the amount of \$54,106.40. Attorney fees have been paid according to their invoice. Interest paid \$14.07, leaving a balance \$309,021.64.

Questions:

Member Dowdell asked for an explanation of the checks written.

Manager:

Dawn McMillan – website maintenance/updates

Gadsden County Chamber – rent

ECVIS – annual charge to company that provides information on all grants

Dupont Construction – SEEP payment

Brown and Brown Attorneys – CRA attorney fees

Playcore Wisconsin – playground equipment

Member Sapp made a motion to approve the financial report for the designated time period. Member Dowdell seconded the motion. Motion carried with a vote of 3-1, with Member Elias voting no. Member Dowdell indicated he is suspicious as to where all this money is going. Stated the board should be prepared for questions from the county; the BOCC wants a seat on the board. Confirmed that the County gets a copy of the annual audit report.

QCRA Manager Agreement

Attorney Brown – The contract was done in 2013, renewed in 2014 and in minutes from 2015 extended for two-years. Suggests a few minor changes:

- Subsection V – make the contract consistent with the City of Quincy's Personnel Policies and Procedures and By-laws. Update Section V to say: In the event of conflict between this employment agreement and the Policies and Procedures and the Bylaws,

that the Bylaws would be the one that control. Would also have to make sure that the contract is consistent with the Bylaws.

- Board to establish salary

Member Elias – section VI – Has concerns regarding language “Employee MAY be paid an administrative fee from grants”.

Attorney Brown explained this was an issue brought up before and this wording was the compromise for both parties. The board has to agree to allow the manager to receive an administrative fee for grants written. As it relates to the grants recently written Ms. Davis could only receive an administrative fee if the board had approved it. In order for the board to be aware of all grants being written, a policy/procedure would have to be set in place requiring that.

Member Dowdell – Inquired about the manager’s current salary, and justification for said salary. There was also mention of inconsistency about office hours, tasks being completed and the use of others to complete job including minute taking/transcription.

Chair McMillan – Had also expressed to City Manager Wade that he did not feel employees under contract should be included in overall raises.

Member Sapp – Verified that contracted services are paid via check and reflected in monthly statements.

Member Dowdell – suggested that be workshop be done to clear up outstanding questions.

Member Gay enters.

Member Sapp made a motion to table the manager’s agreement and schedule a workshop to discuss further. Member Dowdell seconded the motion. Motion carried with a vote of 5-0.

QCRA Interlocal Agreement

City Attorney Shirley stated: In the Interlocal Agreement with the City of Quincy and QCRA the following services: personnel, financial, and purchasing. Engineering/planning and construction/rehabilitation of property owned by QCRA and insurance services are optional at an additional cost. Compensation for services is \$20,000. The current agreement has expired, therefore the contract would need to be retroactive and will be for a term of five (5) years, expiring September 30, 2021. The other minor amendments are the addition of the public records language to the agreement, that the City Clerk is the official custodian of the CRA records and that the contract can be terminated with the dissolution of the CRA. There has been discussion regarding the use of City employees for maintenance of CRA properties but this is not included in the agreement.

Chair McMillan asked if this should be tabled to allow for formalizing the inclusion of work done by City on behalf of the CRA?

Member Elias made a motion to table the Interlocal Agreement with the Quincy CRA and the City of Quincy. Member Gay seconded the motion. Motion carried with a vote of 5-0.

QCRA Office Lease Agreement

Manager – the lease with the Chamber has expired and she is asking for a one-year extension.

Member Gay – What is the advantage to being at the Chamber vs. City Hall?

Manager – There is definitely a cost savings for IT support, utilities, office supplies and administrative support. In addition the office is closer to the CRA district.

Member Gay – Have you had any conversations with the City Manager since your departure regarding relocating? Manager – No sir.

Chair McMillan – Thinks it would be better to lease an office from the City of Quincy for \$500 and putting that money to use within the city. Does not feel she would need to be charged for IT services.

Manager Wade confirmed there is one office available in City Hall.

Member Sapp – Commented that she does not find City Hall a customer friendly environment, lack of signage and some offices are not welcoming. There is no receptionist or adequate signage.

Member Elias – Feels this may be a good way to facilitate the ability of the CRA Manager and the City Manager to communicate, as this has been challenging in the past.

Member Gay – Suggested to the City Manager that he look into some type of directory.

Member Sapp made a motion to table the Office Lease Agreement with the Chamber until review of Interlocal agreement. Member Gay seconded the motion. Motion carried with a vote of 5-0.

Budget Approval

As directed, staff prepared a budget allocating approximately \$613,266 in tax increment funds with Economic Development and Revitalization as the priority. It was noted that there are no funds set aside for housing rehabilitation.

Member Gay made a motion to approve the 2017-18 CRA budget. Member Sapp seconded the motion. Motion carried with a vote of 5-0.

Tax Increment Funds Carryover

Manager – Per Florida statute, any funds left in the trust fund need to be identified with specific line item or items. Recommends that these funds which are currently around \$300,000 be identified for 2017-18 catalyst projects.

Member Dowdell made a motion to identify the Adams Street project and Kelly Lot as capital improvement projects and anything over the \$269K currently budgeted would be set aside for housing projects. Motion was seconded by Member Elias. Motion carried with a vote of 5-0.

CRA Manager Updates

The manager received a bid to remove the concrete from the Kelly Lot for \$16K, this item will be discussed further at a later time.

CRA Attorney Updates

At the previous board meeting he was asked to get the opinion from the Ethics Commission regarding the situation with the CRA Manager writing a grant for the Big Bend CDC considering the fact she serves as a board member. Attorney Brown advised that opinions from the Ethics Commission are done in writing and must be requested in writing. He has drafted a letter for the Board Chair's signature, if the board is in agreement. *Member Elias made a motion directing the CRA attorney to contact the Ethics Commission in whatever capacity is necessary to have that question answered in regards to any potential conflicts of interest between the CRA Director and these grants. Motion was seconded by Member Dowdell. Motion carried with a vote of 5-0.*

Board Member Comments

Dowdell – none

Gay – none

Sapp –none

Elias – none

Chair – none

Adjournment – *Motion to adjourn by Member Dowdell, seconded by Member Gay, motion carries 5-0.* Meeting adjourned at 6:02pm.