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The Quincy Community Redevelopment Agency Board met in regular session on Tuesday, July 10, 2018, with **Chair Sapp** presiding and the following **present at roll call**:

**Board Member McMillan, Board Member Gay, Vice-Chair Dowdell, Board Member Harris**

**Also present:**

CRA Manager Regina Davis, Attorney Brown

**Call to Order**

Chair Sapp called the meeting to order at 5:19 pm.

**Approval of Agenda**

*Motion by Member McMillan to approve the agenda as provided. Seconded by Member Harris. Motion carries with a vote of 5-0.*

**Approval of Minutes**

*Member Gay made a motion to approve the minutes of the regular board meeting from June 12, 2018 with any corrections should there be any. Member Dowdell seconded the motion. Motion carries with a vote of 5-0.*

**Financials**

According to the June 29, 2018 statement the beginning balance was \$531,447.86, there were no deposits, twelve checks/debits in the amount of \$23,573.43 interest paid \$156.16, leaving a balance \$508,030.59.

**Discussion:**

Chair Sapp was happy to see the breakdown detailing the check details. Asked about Mike Bryant/Lawn Care, he takes care of the CRA lot (Kelly Lot), they were actually cheaper than the City's charge.

Member Dowdell mentioned that he viewed the website and questions if the Kelly Lot is in the CRA District. The manager and attorney will check and notify the board.

Member McMillan – Questioned payment to Odells for use of building and food, did not feel this was the best way to spend our tax payer dollars.

Member Harris also reviewed the website and found the following:

- \* board list is not up to date
- \* the map needs to be updated & receive a printed map at the next meeting
- \* minutes are out dated
- \* application for roofing is not loaded; with all these changes/updates that need to be done what was the recent payment for? The manager explained that payment covered

host site for website and the uploading of minutes. The board asks that minutes be uploaded immediately after they are approved. We want to make sure the website is relevant and up to date.

Member Dowdell questioned payments to Rumbles and Wells Fargo. Rumbles is for the copies made and Wells Fargo is the lease payment.

*Motion by Member Gay to approve the financials as given. Seconded by Member Dowdell. Motion carries with a vote of 5-0.*

**South Adams Street Presentation** – Based on the feedback from the workshop the board needs to vote regarding one contractor and one contract. Motion by Member Harris to direct the attorney to amend the contract with the building owners and the contractor to a single contract to be signed by all 4 owners and to go with one contractor with an out clause so that if one owner decides not to participate it will not stop the project. Seconded by Member Dowdell, motion carries with a vote of 5-0.

**Kelly Lot** – During the last meeting the board discussed the idea of going out for bids for cleaning up the asphalt/concrete on the Kelly Lot. After researching she found there is an inter-local agreement with the county. A meeting was held with the manager and the City and County Public Works directors. The County indicated they could take on this task at a discounted rate and should be complete within two weeks. Manager will bring back quote at next meeting. The City Public Works Director will provide oversight of the project and both departments will be reusing some of the materials removed.

### **Roofing Program**

The Manager originally received ten (10) applications and another five (5) on Monday. Six roofing contractors have been contacted as well as two general contractors to prepare bids on the first 10 homes. General contractors were contacted to cover decking and support beams that can't be done for roofing contractors. Bids are expected next week. Applications are being processed on a first come, first serve basis and there is \$80,000 available. Applications are still being accepted.

Member Harris asked if we want to take on structural issues in homes. Suggested that we get estimates on all the applications to determine the need and if it is within the scope of work for this project. Depending on the structure the cost can be a lot greater than we planned for a roof repair, leaving less funds for other homes.

Manager Davis suggested that the board consider hiring a consultant to review all of the houses and make a determination of what work is needed and if it fits within the perimeters of this program. There is a \$5,000 maximum already in place.

Member Dowdell asked if we have an inspector? After a roofing permit is pulled an inspection is done by the county inspector that the City pays for. According to the City Attorney neither the City nor the County Inspector would be liable as they are acting in a regulatory capacity.

The manager will provide bids at the next board meeting.

### **Manager Updates**

The CRA partnered with FAMU Credit Union regarding small business loans. The meeting had over 40 attendees. As a result of the meeting the manager is suggesting that the City and CRA consider a business incubator center. She spoke with the manager and they will be looking into partnering to satisfy that need.

Budget workshop – Need to start working on a budget; board was asked if they want a joint workshop with the advisory board or if the advisory board should come up with a draft budget for their review. The board decided on a joint workshop and is available on July 25<sup>th</sup> or 26<sup>th</sup> at time that is acceptable by the advisory board.

### **CRA Attorney Updates**

Will get with the Manager regarding amending the guidelines for the roofing program and ad hoc.

### **Board Member Comments**

McMillan – none

Harris – None

Dowdell – Asked that Ms. Davis explain to them an article in the Tallahassee Democrat regarding Big Bend CDC owing the City of Tallahassee \$493K. and if she is still a part of that organization. The Manager answered she is still connected to them and further explained that the CDC does not owe that amount, they paid over \$800K in 19 months and have a balance of \$120K.

Gay –None

**Adjournment** – *Motion to adjourn by Member Harris, seconded by Member Gay, motion carries 5-0. Meeting adjourned 5:58 pm.*