

Call to Order

The meeting was called to order at 6:05 pm.

The Quincy Community Redevelopment Agency Advisory Board met in regular session on Tuesday, March 5, 2019 with Chair Hannigon presiding and the following present at roll call:

Board Member Bass-Prieto, Board Member Morris

Also present:

Administrative Staff Pam Tribue, Attorney Brown

Approval of Minutes & Selection of Vice-Chairperson

These items were tabled due to lack of a quorum.

Interim Manger Updates

CRA Financial Update – The manager has not received the February statement but reported the following: According to the January 31, 2019 statement the beginning balance was \$338,989.76, there were two deposits for \$162,203.39, ten checks/debits in the amount of \$37,054.94 interest paid \$164.01, leaving a balance \$464,302.22. The manager noted that expenditures are on target with budgeted amounts.

Member Ware and Member Milton-Jackson enter.

The manager provided a current budget and general ledger printout, both of which show the finances/budget are on track. He provided the following details: Deposit is TIF funds, Rumbles & OES are charges for office equipment, \$10K is a draw for contractor per contract (contract indicated 8 weekly draws) and more details to follow regarding senior housing project. The board should expect some increases in the coming months as the catalyst projects continue moving forward. **Action item: The manager will look into the breakdown of the TIF funds deposited to verify if they were City, County or both.**

Line of Credit – The agreement with Capital City Bank for \$350K, has been modified with changes from the attorney and signed by CRA Chair Sapp. It is a straight line of credit and it is intended to be used for S. Adams Street and former Kelly lot. The manager is looking into a material that will be a faux paint for the parking lot in the rear, to bring a vibrant color and allow for restriping. Member Morris asked what the interest rate is for the loan. **Action item: Attorney Brown will provide the board with the interest rate of the loan.**

Former Kelly lot – Chair Sapp has signed the agreement with Dewberry to coordinate the first phase which is the parking and paving at a cost just under \$10K. An additional \$4K has been set aside for permitting with Water Management District. The County has already done the clearing and will fill with dirt and smooth it out. Roberts & Roberts and Peavy & Sons have both submitted estimates in the \$150K range but does not take into consideration the work to be done by the County. Dewberry has estimated the cost at \$120K, \$100K has already been allocated and if needed the additional funds could possibly come from line of credit. Member Bass made mention grant opportunities that the Manager may want to research to assist with paving costs. **Action item: The Manager will look into grants mentioned.** The intent of the board is to move forward with the parking but to leave options open for private sector investment.

South Adams Street – The project is moving forward as planned. A fence has been installed in the alley way to restrict foot traffic because of the construction going on, this should minimize the risk of injury. He has been made aware of some problems that Member Bass-Prieto will elaborate on.

Member Bass-Prieto has been keeping a photo journal of the project. As she visited today she noticed footprints on the beautiful stucco as if someone was leaning against the building and placing their foot behind them. There is also evidence where cigarettes/cigars have been put out on the wall. There are also bricks and cinder blocks in the back unsecured. Manager Nixon has reached out to the Chair Sapp, the City Manager, Chief Sapp and the property owners to make them aware of these issues. Chief Sapp has agreed to increase police presence and the property owners will speak directly to their customers.

Member Morris feels that other options need to be considered.

Chair Hannigon suggested a darker color.

The board agreed to allow the police and property owners an opportunity to correct this issue before taking further action.

Member Bass-Prieto asked about the handicap ramps – Manager Nixon advised that the ramps will be done last.

Manager Nixon further advised that the marketing signs should be complete soon. Mary Jack Boone has been contracted to provide signage for Adams Street, the Kelly lot and yard signs for participants of the senior roofing program.

Chair Hannigon asked if there were any plans for the south side of Odells. This will hopefully be included in Phase II of the project.

Member Bass-Prieto pointed out that the top part of Odells leans. The contractor is aware of it and confirmed that it is stable/secure. The cost to correct this is very expensive and not needed.

Neighborhood signs District 1 – Nine of the ten signs have been erected and the location of the final one is being determined. A town hall meeting was scheduled for March 4th at Life Changing Ministries to address concerns/questions from the public. Unfortunately, no citizens showed up. Complaints include the signs are unattractive, no notice was given to the public and the names are wrong. **Action item: Manager Nixon will provide a list of where the signs are located.** Board members Sapp and Harris are considering doing signs in their respective Districts but will take a different approach and get community input before a decision is made.

Senior Roofing Program – One house has been completed, one was done by FEMA and one should be completed by the end of the week. Delays are due to the weather, labor loss, material cost and availability. The contractor, Chief Cornerstone has hired additional personnel but will suffer a loss on these homes as he is obligated by the fixed price contract. He is still committed to keeping his word. Manager Nixon will put out a bid for the next 20 roofs on the list. Attorney Brown told the board to look forward to an increase in the cost of this next round, that fixed price contracts are rare and the contractor is suffering because of this.

Aid to Non-Profits – Manager Nixon provided a handout detailing those entities that have received payment from CRA funds and those that will be funded by the City. This is a one-year deal. Recipients have mandatory reporting that should be received next month detailing the use of funds and progress of projects.

Highlights – Main Street funding will provide wayfinder signs, garbage cans, business survey and a sound stage for the former Kelly lot.

GCDC – Chair Hannigon asked if they would be outsourcing this project? The manager indicated that they are capable of completing this task in house but had the flexibility to outsource it if they desired.

Economic Development Plan for CRA/Joint Workshop Results – The goal is to create a business development and marketing plan. Who's here? How long have they been in business? What product(s) do they provide? Etc. The manager met with youth at Gadsden County High as a direct result of comments from the workshop, allowing them to share their vision. **Action item: Manager will provide board with feedback from youth.**

CRA Attorney Updates

Reported that there was a schedule for interviews for the Manager's position that was delayed due to other pressing issues in the City.

Revisited Approval of Minutes & Selection of Vice-Chairperson

Motion by member Morris to approve the December 14, 2018 advisory board and February 19, 2019 joint board minutes, seconded by member Bass-Prieto, motion carries 5-0.

Member Bass-Prieto nominated Member Morris for Vice-Chair position, he declined.

Member Ware nominated Member Bass-Prieto for Vice-Chair position, she accepted, seconded by Member Morris, motion carries 5-0.

Board Member Comments

Member Bass-Prieto – Feels that the wayfinder signs will be a great addition. The lack of trash cans is not helping with the litter problem.

Member Milton-Jackson – None

Member Ware– None

Member Morris – Dr. Brown is back doing the history of Gadsden County; great information is being brought up because of this. Asked if the board could produce a marker identifying the first African American school. **Action item: Manger Nixon will look into this.**

Chair Hannigon – None

Adjournment – *Motion by Member Bass to adjourn, seconded by Member Milton-Jackson, motion carries 5-0. Meeting adjourned at 7:29pm.*