

The Quincy Community Redevelopment Agency Advisory Board met in regular session on Tuesday, July 17, 2018 with Chairman Nixon presiding and the following **present at roll call**:

Member Bass-Prieto, Member Milton-Jackson, Member Demous

Member Morris will be late and Member Hannigon is not able to attend. It was *motioned by member Bass-Prieto to excuse Member Hannigon's absence. Seconded by Member Milton-Jackson, motion passes with a vote of 4-0.*

**Also present:**

CRA Manager Regina Davis

**Approval of Agenda**

*Motion by Member Milton-Jackson to approve the agenda as provided as a guide with the exception of "Approval of Minutes" which will be provided at the next meeting. Seconded by Member Demous, motion passes with a vote of 4-0.*

**Approval of Minutes**

The minutes will be provided at the next meeting.

*Attorney Brown enters.*

**Financial Report**

According to the June 29, 2018 statement the beginning balance was \$531,447.86, there were no deposits, twelve check/debits in the amount of \$23,573.43. There was interest in the amount of \$156.16 which left a balance of \$508,030.59. This report did not include the purchase of a laptop that replaces a 5-year old laptop that was determined to be unrepairable by the IT Director. The purchase was done on the p-card. No attachments (bank statement) were provided, the manager will send supporting documentation via email to the board.

**Manager Updates**

*South Adams Street* – The construction documents are done and will be delivered tomorrow. All owners with the exception of one have participated in the process and are excited to move forward.

Attorney Brown mentioned the issue that came up regarding the contract. The regular board wants one contract for all five owners with one contractor, revisions are being done and should be complete this week. The change should help with the contract price. An opt out clause is included in the contract but will not stop the project from moving forward. The CRA is only serving as the funding agent. Once approved by the board it will be given to the building owners.

Chair Nixon complimented the Manager, Attorney and Mr. Tarmey of 4M for the success of the charrettes, it was a wonderful experience.

*Kelly Lot* –The manager was directed by the board to get pricing on removal of asphalt and gravel. A quote of \$66K was received from a sub-contractor working on the site. The board found that to be high and authorized the manager to look elsewhere. After meeting with county representatives it was determined that an inter-local agreement is in place and they provided a quote of \$6,800 for their Public Works Department to complete the work. The manager has accepted their proposal and the work should be completed in two weeks. Some of the materials will be reused by the City and the County.

Joel Sampson will be providing two designs for this area also; one with parking inside, the other outside. The deadline is prior to the next regular board meeting.

**Member Morris enters.**

*Roofing Program* – The regular board has decided to implement a senior roofing program and has received around 25 applications. The manager contacted five contractors (three local), two of which of general contractors to cover the need for work beyond the normal scope of roof repair/replacement. The first ten applications are being bid on. There is \$80K set aside for this program.

The manager asked for input as to whether a consultant/inspector should be retained to oversee the project. This person would look at the houses to evaluate what needs to be done, oversee the work, review/approve all change orders and inspect the final product. This would be paid out of the “Contractual Services” line item. The person she is considering is familiar with many of the houses as they were a part of the SEEP program.

There was discussion from the board regarding the process for determining how applicants are chosen, the criteria used to determine what work is done and how to proceed with future projects. Mr. Piawah shared his thoughts on how the selection process for the roofing program could be handled including the idea of identifying the area with the most need and possible rotating other districts. There was also a discussion on the meaning of slum and blight based on Florida Statute and how that is interpreted. Attorney Brown, Bernard Piawah and the manager will get together to discuss options to address current and future roofing projects.

Chair Nixon inquired about the method used to find the contractors. These contractors are local, minority business owners that have been used before or were referred to the manager. Inquired about having a building official oversee this project. Stressed that this person should be unbiased and not linked to any of the contractors. Would like it if the contractor purchased their supplies locally also.

Each contractor will review and bid on each house. The board will then decide who is awarded the bid. Everyone agreed that the desire is to get quality products and service for the people we serve.

Member Morris suggested that some criteria be established as to how the houses are selected to ensure the best use of funds. He further asked if this was a recurring line item. The manager explained that this would be up to the boards and will be discussed during the budget workshop. He also likes the idea of a consultant to help streamline the process. Concerned that the recommendation(s) from the advisory board are not taken into consideration when decisions are made.

Motion by Member Morris to hire a consultant/inspector to inspect each home at a cost not to exceed \$400 per house. Seconded by Member Milton-Jackson, motion carries with a vote of 5-0. This person will do an evaluation before, look at the work being done, verify the need for change orders, etc.

*Budget workshop* - The board agreed to have the joint budget workshop with the regular board on July 26<sup>th</sup> @ 6:00pm. Member Morris will be out of town but will call in. Member Demous will be unavailable recovering from surgery.

### **Attorney Updates**

There was a question as to whether the Kelly Lot is in the CRA district. The manager confirmed and provided a map via email, it was added when the downtown was expanded.

One of the key things that we will have to look at is that only \$5,000 per house has been budgeted. Believe this will be an issue if there is a need to go over and this is taken up on a case by case basis. Doesn't feel the \$5,000 is adequate considering what roofs cost. Need to have adequate amount and procedures so that once the work begins it can be completed.

The manager shared that there is a \$5,000 allocation with the option of up to \$2,000 for change orders.

### **Board Member Comments**

*Member Bass* – Asked if contractors have to be licensed in the County.

*Member Demous* – Definitely wants the contractor to be licensed and feels there should be a cap on how much they can spend. Anything over that amount would have to be discussed and negotiated. Likes the idea of using local vendors. Welcomed Member Morris and expressed her thankfulness to the Chair for working so hard to move the board forward.

*Member Milton-Jackson* – None

*Member Morris* – Praying for Member Demous during her upcoming surgical procedure.

*Chair Nixon* – Reminded the board to stay in contact with the commissioner that appointed them to make sure information is flowing both ways. Encouraged the board to Fight a good fight, stick to their guns. Attorney Brown has been a valuable resource.

**Adjournment** – *Motion to adjourn by Member Morris, seconded by Member Milton-Jackson. Motion passes with a vote of 5-0. Meeting adjourned 7:15 pm.*