

Call to Order

The meeting was called to order at 6:00 pm.

The Quincy Community Redevelopment Agency Advisory Board met in regular session on Tuesday, November 20, 2018 with Chair Hannigon presiding and the following present at roll call:

Board Member Bass-Prieto, Board Member Milton-Jackson, Board Member Ware

Also present:

Interim CRA Manager Robert Nixon, Administrative Staff Pam Tribue, Attorney Brown

Approval of Agenda

Chair Hannigon asked to amend the agenda by adding 5a. Appointment of a Vice-Chair, 5b. Advisory board meeting schedule, 5c. CRA board make-up and 5d. Chamber Foundation request. *Motion by Member Milton-Jackson to approve the amended agenda, seconded by Member Bass-Prieto, motion carries 4-0.*

Approval of Minutes

Motion by Member Milton-Jackson to approve the advisory board minutes from the October 23rd meeting with corrections as necessary, seconded by Member Bass-Prieto, motion carries 4-0.

Financial Report

According to the October 31, 2018 statement the beginning balance was \$384,500.70, there were no deposits, nine checks/debits in the amount of \$19,222.44 interest paid \$110.61, leaving a balance \$365,388.87. No questions or comments from the board.

Appointment of a Vice-Chair

Member Milton-Jackson made a motion to table the election of a Vice-Chair until the next advisory board meeting, seconded by Member Bass-Prieto, motion carries 4-0. The desire is to have all members present.

Meeting Schedule

This has been discussed before and the concern is that with the advisory board meeting after the regular board that decisions are already made without the input of the advisory board. Manager Nixon did point out that the advisory board is ahead of the work load based on the last meeting. After a brief discussion *Member Bass-Prieto made a motion to move the regular advisory board meeting from the third Tuesday to the first Tuesday, seconded by Member Ware, motion carries 4-0.* This is effective for the December meeting.

CRA Board Make-up

Was in the minutes from the October 23rd minutes. It was scheduled to be discussed at the regular board meeting but was tabled due to time. Board member Ware should be brought up to speed on this topic.

Chamber Foundation Request

David Gardner, Executive Director of the Chamber of Commerce, attended the October 23rd meeting and requested \$35,000 for renovation of a building in the CRA District (former laundromat). There was mention of reallocating funds being requested by Quincy MainStreet, concern over giving the funds to the Foundation which is a non-profit. Attorney Brown pointed out that a non-profit could be funded and even if they sold the building for a profit those funds would have to be used to the benefit of the community that they serve. Manager Nixon reported that the Chamber is preparing an actual proposal to be vetted by the advisory board. Their intention is to add this property to the tax base. The board will hold off on addressing this request until it is resubmitted.

Interim CRA Manager Updates

Senior Roofing Program – Phase I has been approved and funded. There are 10 participants, 4 lien agreements are done, the first property is complete, the second participant will be done by FEMA. There has been a delay due to the rain. Consultant Tribue reviewed the homes after the hurricane to check for additional damage. Member Ware inquired about three citizens, two are currently on the list and the third was not eligible due to homestead issues.

ACTION NEEDED: MR. NIXON WILL IDENTIFY THE OWNER OF THE THIRD PROPERTY AND MOVE FORWARD.

There are nineteen additional applications pending board approval.

South Adams Street Façade Program – Two agreements have been signed, the air conditioner for Mr. McClendon's property has been ordered and permits have been pulled. Two of the property owners attended the regular board meeting and expressed concern about the lien contract. Mr. Patel has since signed the contract and Mr. Faircloth provided the information regarding his attorney to Attorney Brown. Attorney Brown indicated he spoke with the attorney and clarified the issues regarding the lien, expects that Mr. Faircloth will be signing shortly.

Chair Hannigon asked what this phase covered. Phase I covers facades and air conditioning.

Neighborhood Signs – There was \$5,000 from the previous budget and \$5,000 from this year's budget. Commissioner Dowdell is the only commissioner to request signs at an expected cost of \$4,500. Commissioner Harris and Sapp also want to move forward with signs.

Chair Hannigon asked if the signs will be consistent. Manager Nixon indicated that each board member can pick a design.

Former Kelly Lot Redevelopment –The manager has had several meetings with architect Joel Sampson and has provided renderings. The county has broken up and removed the concrete. The cost is slightly higher than original quote which did not include removal of concrete

Member Bass-Prieto asked if the CRA owned the brick wall and if anyone had spoken to Stewart Appliances about the use of their warehouse wall. Will be moving forward with the parking portion of the project.

Chair Hannigon asked if metered parking has been considered. After a brief discussion Manager Nixon indicated that the possibility will be considered.

CRA Manager Job Description Input – The manager has not received any input from the board.

ACTION ITEM: THE BOARD WAS ASKED TO FORWARD THEIR INPUT TO HIM BY FRIDAY SO THAT HE CAN FORWARD TO THE REGULAR BOARD.

Aid for Non-Profits – Attorney Brown provided a draft letter. This is a new process, recipients have to be in the district and the project has to within the CRA guidelines/purpose.

ACTION ITEM: MANAGER NIXON IS WILLING TO WORK WITH EACH GROUP.

Attorney Brown pointed out the City has more flexibility. He has reviewed the requests and some don't qualify, requests need to cover the removal of slum/blithe or promote economic development. As written he doesn't feel any of applicants qualify.

There was then discussion as to what happens to the funds if this project dies.

New board member – Judy Ware was introduced to the board as the newest member appointed by Commissioner Harris.

CRA Attorney Updates

Attorney Brown repeated his concern about funding for the non-profits.

Board Member Comments

Member Bass-Prieto – Would like to see a sign on S. Adams Street, “Your CRA \$’s at Work” and at the houses where roofs are done. Suggested a welcome for new homes or business owners and maybe some type of recognition for best lawn or something positive. Wished everyone a Happy Thanksgiving.

Member Milton-Jackson—Happy to be back after being busy with the election. Delighted to see the progress, let’s keep moving forward. Asked about the board’s participation in the Christmas as done in the past. Would love to do it again.

ACTION ITEM: MANAGER NIXON WILL CHECK INTO THIS AND GET BACK WITH THE BOARD.

Member Ware— Delighted to be on the board and thanked Member Harris for giving her an opportunity to serve. She’s a little quiet tonight as she observes but wants to make a contribution to the board.

Chair Hannigon – Asked if there can be some type of groundbreaking on S. Adams Street.

Member Bass-Prieto – Suggested a semi-annual progress report. Attorney Brown said we are required to provide a report to the county annually.

Manager Nixon – Reminded board members to be in contact with the board member.

Chair Hannigon reminded the board of the need to fill the open seat on the board. This person will be appointed by the manager.

Adjournment – *Motion to adjourn by Member Bass-Prieto, seconded by Member Ware, motion passes 4-0.* Meeting adjourned at 7:06 pm.

The CRA Advisory Board will meet again December 4, 2018.