

### **Call to Order**

The meeting was called to order at 6:06 pm.

The Quincy Community Redevelopment Agency Advisory Board met in regular session on Tuesday, December 4, 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:**

Administrative Staff Pam Tribue, Attorney Brown

Member Morris was excused as he was traveling.

### **Approval of Agenda**

Chair Hannigon asked to amend the agenda by adding 5d. CRA Line of credit. *Motion by Member Milton-Jackson to approve the amended agenda, seconded by Ware, motion carries 4-0.*

### **Approval of Minutes**

*Motion by Member Milton-Jackson to approve the advisory board minutes from the November 20<sup>th</sup> meeting with corrections should there be any, seconded by Member Bass-Prieto, motion carries 4-0.*

### **Discussion of CRA Projects**

#### *CRA Manager Job Description Input*

Chair Hannigon there are three applications for the position. Manager Nixon asked that board members provide some input but hasn't received anything. He wants to make sure that the board has an opportunity to make any changes to the current job description. Two job descriptions are included in your package with some recommendations from Manager Nixon. **Members should send any recommendation for changes to Pam Tribue by Friday, December 7, 2018.**

#### *Kelly Lot Discussion*

Chair Hannigon reported that there is not much of an update but as mentioned before by Manager Nixon we are moving forward, there has been one meeting with the architect and Dewberry Engineering regarding making plans as to how we can utilize the property. The CRA board has previously approved phase I of the project which is just green space and parking. They are looking at securing funding to complete the revitalization of that property. The regular board welcomes any suggestions regarding how to best utilize that space.

#### *Marketing Program*

Chair Hannigon repeated her desire to get the word out and let the community know what is going on on South Adams Street. Realizing that the Manager will be recuperating for quite some time, would the board be comfortable with trying to orchestra some type of photo opportunity before they get too involved in the project so that we can do a short write-up. **Chair Hannigon will reach out to Chair Sapp regarding the coordination of a picture for the local papers and will do a short article for the paper. Chair Hannigon will also look into signage for Adams Street, the Kelly Lot, and roofing project homes. Day, date and time will be worked out with Chair Sapp.**

The goal is to have this ready for the next regular board meeting next week. “Your CRA dollars at work.”

Member Bass-Prieto also suggested having a bulleting showing before and after pictures displayed at City Hall.

Chair Hannigon asked if they are held to the same standards for procurement related to the number of quotes needed. Attorney Brown advised that regular board would have to do the purchase but that Chair Sapp can sign checks.

Ms. Tribue offered to assist in whatever way needed to help this move smoothly during the manager’s absent. That being said, per Mr. Nixon’s request, she contacted the Eye Catchers regarding the status of the signs. Was advised that Member Dowdell needs to meet with the vendor to identify the locations of the signs. The next step would be getting the ok to move ahead from 811, which verifies the site would not disrupt any underground utilities. Once this is done everything should be in place within two weeks. They also confirmed receipt of the initial payment.

Chair Hannigon reminded the board of Member Milton-Jackson’s request to participate in the annual Christmas parade. Due to the Manager’s absence she does not believe he had the opportunity to follow-up on this item. Asked if the members would like to participate even if it was merely walking in the parade versus having a float. Maybe walking with a banner if available. The members agreed that due to the lateness of time they were willing to walk along a float that the City will have in the parade. **Chair Hannigon will check with staff regarding Board participation in the parade and advise the board.**

Member Ware asked if citizens on the list for housing rehab receive a letter or some type of notification as to the status of their application. A constituent told her she had been on the list several years but has never heard back. Attorney Brown pointed out that there are time periods attached to the various projects, usually within the fiscal year but noted that applicants could be notified if they didn’t qualify or were not selected.

#### *Line of Credit*

There has been discussion on obtaining a line of credit with a local bank to assist with the completion of some outstanding projects. The thought is to secure funding (\$350 – 450K) as up-front money to move some of our projects forward and then utilize TIF dollars to repay the loan. Chair Hannigon expressed concern with the \$450K suggested by Chair Sapp as this exceeds the amount of TIF dollars received annually. Member Bass-Prieto recalls the suggested loan figure to be \$250K and feels this is a safer number when you look at the annual expenses that have to be taken care of. Wouldn’t like to see us taking out a loan for more than we are taking in. On Thursday, December 6<sup>th</sup>, 10:00, there is a meeting with Jim Scarborough from Capital City Bank to discuss this venture. Chair Hannigon, Mayor Sapp, architect Joel Sampson and a rep from Dewberry Engineering will be in the meeting. Board members should share any concerns with Chair Hannigon to be taken to the meeting. Capital City did inquire as to whether the funds for the roofing projects were actually adding to the tax increments dollars received.

#### **Meeting date for January 2019**

The first Tuesday in January is New Year’s Day. **Chair Hannigon will see what happens during the regular board meeting next week to determine if there will be a need to have a meeting in January.**

#### **CRA Attorney Updates**

- Mr. Patel has signed the lien contract for the Adams Street project.

- Mr. Faircloth has agreed to sign but there is an issue regarding insurance. The agreement says that the owners must have insurance so that the CRA is covered in case of fire or anything else. **Mr. Nixon will get all the other owners to verify they are in compliance and have insurance.** Once all the information is gathered the board will have several options, wave it, reduce the amount, etc. The board may want to consider asking proof of insurance as a part of application process. Because of the latest of the hour when it comes to this project, the board and attorney will need to sit down with property owners to find a solution that works for everyone.

#### **Board Member Comments**

**Member Bass-Prieto** – Reminded everyone that Food Truck Friday, is this week at 5:30pm, sponsored by Quincy Main Street. Merry Christmas to all. Looking forward to moving this to the Kelly Lot in the next couple months.

**Member Milton-Jackson** – Wished everyone a Merry Christmas and a prosperous New Year. She is excited about the progress made and mentioned a holiday get together like done in previous years.

**Member Ware**– no comments

**Chair Hannigon** – no comments

**Update on Interim Director Rob Nixon** – Mayor Sapp informed Chair Hannigon that Mr. Nixon’s surgery went well and he is recuperating.

**Adjournment** – *Motion to adjourn by Member Bass-Prieto, seconded by Member Milton-Jackson, motion passes 4-0.* Meeting adjourned at 6:51pm.

***The CRA Advisory Board is scheduled to meet January 1, 2019 pending notification from Chair Hannigon.***