

Call to Order

Chair Sapp called the meeting to order at 5:03 pm.

The Quincy Community Redevelopment Agency Board met in regular session on Tuesday, February 12, 2019, with **Chair Sapp** presiding and the following **present at roll call**:

Board Member McMillan, Board Member Gay, Board Member Harris

Also present:

Interim CRA Manager Robert Nixon, Attorney Brown

Motion by Member Gay to excuse Member Dowdell until his entrance, seconded by Member Harris, motion carries 4-0.

Approval of Minutes

Motion by Member Gay to approve the minutes of the regular board meeting with any corrections, from January 8, 2019 at 5:00pm, seconded by Member Harris. Motion carries with a vote of 4-0.

Motion by Member Harris to approve the minutes of the special joint regular and advisory boards meeting, with necessary corrections, from January 14, 2019 at 5:00pm, seconded by Member Gay. Motion carries with a vote of 4-0.

Board Member Dowdell enters

Financial Report

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.

Nixon thanked the Finance staff for making sure requests are processed timely. Financial controls are in place and the process is running smoothly. The public can be assured all monies are accounted for with transparency and within normal accounting regulations. The Budget by Category sheet provided showed the first quarter spending is in line with the budget. Projects have been kick started and the board should anticipate increased expenditures for the second quarter as this will include items related to the Kelly lot and S. Adams Street project.

Action item: Manager Nixon will provide the board prior to the next meeting with a detailed spreadsheet showing the remaining balance in each budget category to make a comparison. Motion by Member Gay to accept the financial report as given, seconded by Member McMillan. Motion carries with a vote of 5-0.

Manager Updates

Chair Sapp pointed out that a lot has been happening as you walk or drive on North and South Adams Street. Manager Nixon said it's an exciting time as the board can see the result of hard work during the previous months.

Line of Credit update – Attorney Brown reviewed the agreement and suggested a couple of revisions, one is a change to government accounting standards and the other to change the signature to reflect CRA Board chair. The document has been returned to the bank for changes. This is a straight line of credit not revolving and repayment will affect the board's ability to do other projects. The TIF funds are the collateral for the loan. If all goes well, two of the catalytic projects will be completed this fiscal year.

Attorney Brown pointed out that there are things in the contract that normally would be an issue such as requirement regarding collateral. We don't have to worry about this as we are using the TIF funds as collateral. Upon receipt back from the bank, the attorney will do a final review prior to signature by board chair.

Projects

Kelly lot – The Kelly lot is moving along. The board chair has signed the proposal to retain Dewberry which will allow them to continue their work. At this point Dewberry has provided preliminary estimates of the costs for paving. Peavy and Son and Roberts and Roberts have responded to date. Dewberry is working on finalizing the plans. Reggie Bell in Public Works is serving as the point person in dealing with the county, who will provide the fill to level the lot. This is scheduled for this week. When done the site will be close to being prepped for paving which should reduce overall paving costs. Dewberry is also working with Water Management District to make sure the necessary permitting is addressed particularly when it comes to drainage and water. Their fee is \$10,000 and an additional \$4,000 is allotted for permits.

Member Dowdell made mention of a building that can be obtained and used on the site. Manager Nixon is meeting with Joel Sampson this week to discuss an old historic police facility that may be used on the site where the gazebo is on his rendering. Member McMillan shared that the building is located in Douglas City and at one point it was a police station in the '20s. **Action item: The manager will look into may have significant historical value, its availability and possible use.**

South Adams Street – Mark Tarmey shared the following:

- * canopies should be added soon
- * started out 30% below budget, then added a significant number to address the HVAC and still 32% below budget; good shape financially
- * notified owners that this is the time to start thinking about what they are going to need in their scope particularly the roofs and flashing
- * the new temporary barrier for alleyway is currently a chain link fence
- * preparing a proposal to continue the work around the side of Odells and down the back
- * making lots of discoveries along the way and adjusting the design to incorporate as many existing features as possible
- * noted that the contractor has been outstanding and even with the challenges found he has seen it as an opportunity to work with the building owners to make what is being done better instead of an opportunity to charge more money

Neighborhood Signs – District 1 is complete with the exception of one sign which Member Dowdell needs to identify the site. He will be holding a District meeting to discuss the signs and history of the community and address concerns/questions from his constituents. Chair Sapp will be holding a meeting in her District to discuss the signs and the proposed names. **Action item: Manager Nixon will identify a site on Cleveland and MLKing, notify Member Dowdell and work with contractor to get it installed.**

Senior Roofing Program – Manager Nixon expressed a concern that the fixed cost agreement has placed the contractor in jeopardy as the margins are very tight. Consultant Marvin Tribue and Mr. Thomas of Chief Cornerstone Construction updated the board on the status of the roofing program. Progress is moving slowly due to the hurricane, increased cost of materials, decreased availability of materials and loss of labor force. Mr. Tribue is in contact with the homeowners and the contractor on a regular basis and is working with him to find ways to expedite the process including working on weekends. Mr. Thomas indicated he has suffered three increases in supply costs, lost subs that have shifted to the coast and inquired about a price adjustment if there is room to do so. The plan is to complete one roof every two weeks not considering weather delays. Willing to work Saturdays and Sundays if the client is ok with it. Buck purchasing of product is not allowed due to the increased demand. Products are being delivered to the site, on the ground not the roof, which adds additional time to the process. Manager Nixon repeated that although the board is not pleased with the progress to date, there are reasons for the delays and a plan in place for moving forward. The 2nd phase of 20+ roofs that are going to be impacted also with rising costs, labor issues and the weather.

Manager Nixon is looking for other resources for the other 225 citizens that need roofing. **Action item: The manager will send a mailout to these citizens with available resources by the end of the month.**

Aid to non-profits – The following have received aid: NAACP, Neighborhood Watch, Chamber of Commerce, Men of Action, Quincy Music Theater, Gadsden County Development Council and the Library. Quincy Main Street is still working on their workplan and are curious to figure out how the amount of the funding request changed. Working on a set of deliverables that will meet the CRA mandates. Five of the applicants were not eligible for CRA dollars (Legacy School of Performing Arts/Pregnancy Center/Organization for Learning/Senior Council/Community Action). The City and CRA should be able to address this by shifting funds in their budget, the CRA can take additional demolition costs and the City would then have funds available for the non-profits.

Member Gay expressed that four months into the fiscal year and the board is still spinning its wheels. The board needs to find a resolution. Chair Sapp will meet with Finance Director Beason to try to find a resolution.

Attorney Brown noted that the board had not made a motion giving the chair permission to sign the loan agreement. *Motion by Member Dowdell to give Chair Sapp authorization to sign the line of credit with Capital City Bank, seconded by Member Harris, motion carries 5-0.*

Marketing and outreach efforts

Signs for projects – The manager has reached out to three contractors and has received some designs from a local vendor, Mary Jack Boone. The signs will go up at the catalyst projects and yard signs for senior roofing program. The larger signs are \$600 plus installation (4x8) and yard signs start at \$25. After a short discussion the board agreed that Manager Nixon should make a decision on the final design and move forward with the purchase. The signs will be placed at locations to indicate where CRA dollars are being utilized in the community.

Legislative visits for housing updates – The manager participated in the Housing Coalition, to look for resources to help address the need for monies for rehabilitation, renovation and new construction. Met with Senators Gracie and Thurston and Representative Brown, they provided him with a format to look at. They want to do some funding and are actually considering a demonstration project in Quincy. He will keep the board advised.

Grants research – The manager is on the lookout for grant opportunities including DEO, HUD, etc. for monies that can be used for economic development and housing. Those of coming in by the end of the month.

Stakeholders meeting – The CRA with the Gadsden County Development Council is hosting a stakeholder with the meeting on Tuesday, February 19, 6:00pm at the Women’s Club. The Chamber of Commerce, Main Street and Gadsden County Development Council will share their vision for the CRA District. The goal is the development an economic development plan to promote business startups, business expansions and spur job creation within the district.

Discussion, review and selection process for permanent CRA Manager

Human Resource has four applications on file, needs direction on how to proceed. The board agreed to set-up interviews on February 25th and 27th at 5:00pm.

Attorney Updates – Attorney Brown suggested the board consider membership in the Florida Redevelopment Association (FRA). They were previous members, the fee is \$620 and would cover the board, the attorney and the manager. *Motion by Member Gay to approve membership in FRA, seconded by Member Dowdell, motion carries 5-0.*

Board Member Comments

- Member McMillan - None
- Member Harris – None
- Member Gay - None
- Member Dowdell – None
- Chair Sapp - None

Motion to adjourn by Member McMillan, seconded by Member Harris, motion carries 5-0.

Meeting adjourned 5:57pm.