

### **Call to Order**

Vice-Chair Dowdell called the meeting to order at 5:13 pm.

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

Board Member McMillan, Board Member Harris

Also present:

Interim CRA Manager Robert Nixon, Attorney Brown

Motion by Member McMillan to excuse Members Sapp and Gay's absence, seconded by Member Harris, motion carries 3-0.

### **Approval of Agenda**

*Motion by Member McMillan to approve the agenda as provided, seconded by Member Harris. Motion carries with a vote of 3-0.*

### **Approval of Minutes**

*Motion by Member McMillan to approve the minutes of the regular board meeting with any corrections, from February 12, 2019 at 5:00pm, seconded by Member Harris. Discussion: Vice Chair Dowdell pointed out that he had not had an opportunity to review the minutes, the members present agreed and with that in the mind the motion was withdrawn by Member McMillan, second withdrawn by Member Harris. Item to be tabled until next meeting.*

Manager Nixon pointed out that the minutes from the February 19th joint meeting were also included and would be tabled until the next meeting.

### **Financial Report**

According to the February 28, 2019 statement the beginning balance was \$464,302.22, there were no deposits, twelve checks/debits in the amount of \$68,189.91, interest paid \$126.42, leaving a balance \$396,238.73. The manager noted a correction for the payment to the Chamber; it is for quarterly rent payment. *Motion by Member McMillan to accept the financial report as given, seconded by Member Harris. Motion carries with a vote of 3-0.*

Discussion: Vice Chair Dowdell asked what the budget is for S. Adams Street consultant and inquired about check to Dewberry. **Action item: The manager will cover consultant fees in his report and will resend a copy of contract with Dewberry to board.**

### **Interview Schedule for Selecting a Permanent CRA Manager**

The manager attached a copy of the advertisement for the CRA Manager's position and contacted Human Resource for the status. She indicated there was a delay because of the recent hearings but they are back on track. HR will contact the board to determine dates of availability. Members Harris and Dowdell are flexible.

## **Plan for the Utilization of the Line of Credit**

Chair Sapp signed the agreement with Capital City Bank on February 7, 2019, it is a straight line of credit and the purpose was to enable the CRA Board to complete current projects sooner than previously expected based on limited, timely access to funds. The manager's recommendation is Option 1: Authorize the dedication of funds from the line of credit to cover expenses related to the completion of the second phase of the South Adams Street Façade program (up to \$100,000), the second round of roof replacements in the Senior Roofing Program (up to \$140,000) and the Franklin/Adams Street project (up to \$50,000) and CRA Economic Development Feasibility Plan and Promotion (up to \$60,000). The manager also provided a chart with anticipated completion dates for all projects.

Discussion: Member Harris asked if option 1 was in accordance to previous conversations. Nixon answered yes with the addition of the Feasibility Plan and Promotion.

Member McMillian would like the full board present before a decision is made.

Member Dowdell asked what the feasibility plan and promotion is? This is part of a plan to figure out how to support the business community. The businesses continue to require support to drive business there and we need to do a better job of understanding who we have in the district so we can do a better job of promoting them as assets. A few dollars would also be available for some marketing. *Motion to table this item until all members are present by Member Harris, seconded by Member McMillian. Motion carries with a vote of 3-0.*

## **Interim CRA Manager Report**

*Franklin/Adams Street Development* – (handout provided) The lot was acquired in 2018 for \$187K, land clearing and prep \$7,700, estimated paving cost \$125-150K, consultant \$9,650, permitting \$4K, total investment \$333,350 - \$358,350. Quincy Main Street is assisting with way finder signs, soundstage and coordinating community events on site.

Member Dowdell asked about the cost of items being handled by Main Street. Mr. Sink, Main Street Director, advised that the way finder signs will be funded by a \$50K grant from the state, the soundstage (which is intended to be a permanent fixture) is from private funding and community events include food truck Friday, downtown walking tours, farmer's markets and artisan platform. Member Harris pointed out that this is turning out to be a very expensive parking lot and ask that the manager utilize City staff for projects (i.e. electrical, etc.). He also mentioned the need for lighting and the possibility of City staff handling this.

*South Adams Street* – This project is the renovation for five buildings on S. Adams Street. Renovations include fence with brick columns, repairing brick faces, stucco facades, painting, window replacement, select HVAC units replaced, landscaping and handicap access ramps. Base bid \$180K, contingencies of \$20K, HVAC \$30,000 and expected to be completed mid-May, Phase II is estimated at \$100K (to extend the fence, do some brick repair, attach an awning to the side of the Jones building), anticipated investment \$330,000. Property owner Jones has agreed to re-do their roof and businesses already has seen an increase in sales. One issue has been uncovered on the Faircloth property, as it relates to drainage. Repair is estimated at \$10K and he suggested that the board share in the cost at the rate of 50%/\$5,000.

Vice Chair Dowdell asked about the bricks that are already there and the alleyway. The bricks will be used for the fence and there will be a gate in the alleyway.

**Acton item: Attorney Brown will talk with Mr. Tarmey and the contractor to get additional details and make a recommendation to the board.** The board agreed to table this issue until all members are present (special meeting if needed).

*Senior Roofing Program* – This program provides funding to replace roofs of homes owned by seniors in the CRA district. Currently 10 roofs are funded, three of the ten are complete. Twenty-one eligible seniors have applied for round 2. Phase 1 is estimated to be completed by the end of June 2019 at a cost of \$80K. The estimated cost of round 2 is \$130 – 140K.

*District 1 Neighborhood signs* – A town hall meeting was held on March 4<sup>th</sup> at Life Changing Faith to address concerns expressed by the community. Unfortunately no citizens attended the meeting. There is only one sign left to be installed. Citizen, Ms. Howard was present and expressed her concern over the signs, wonders how they got there, who decided and feels they are unattractive. She thought the meeting was scheduled for March 6<sup>th</sup>.

*Aid-to-Non Profit Organizations* – Manager Nixon provided a handout detailing those entities that have received payment from CRA funds and those that will be taken care of by the City. This is a one-year deal and as requested reports should be received next month detailing the use of funds and progress of projects.

#### **Attorney Updates**

- Initial contract for Phase I was bid out and the board will need to bid out Phase II.
- Sent an email to the board regarding the salary for the manager

#### **Board Member Comments**

Member McMillian – Need to schedule a meeting before the next meeting to cover the tabled items.

Member Harris – None

Vice Chair Dowdell – None

*Motion to adjourn by Member Harris, seconded by Member McMillian, motion carries 3-0.*

**Meeting adjourned 5:57pm.**