

**Call to Order**

Chair Sapp called the meeting to order at 5:01 pm.

The Quincy Community Redevelopment Agency Board met in regular session on Tuesday, August 14, 2018, with **Chair Sapp** presiding and the following **present at roll call**:

**Board Member McMillan, Board Member Harris**

**Also present:**

CRA Manager Regina Davis, Attorney Brown

*Motion by Member Harris to excuse Member Gay and Vice Chair's Dowdell absence. Seconded by Member McMillan. Motion carries with a vote of 3-0.*

**Approval of Agenda**

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

**Approval of Minutes**

*Motion by Member McMillan to approve the minutes of the regular board meeting from July 10, 2018 at 5:00pm. Member Harris seconded the motion. Motion carries with a vote of 3-0.*

*Member McMillan to approve the minutes of the workshop from July 10, 2018 at 4:30pm. Member Harris seconded the motion. Motion carries with a vote of 3-0.*

**Financials**

According to the July 31, 2018 statement the beginning balance was \$508,030.58, there were no deposits, five checks/debits in the amount of \$2,556.68 interest paid \$145.84, leaving a balance \$505,619.75. Payments include Mike Bryant for Kelly Lot maintenance, Wells Fargo which is for the copier and Mark Tarmey who is the architect.

*Motion by Member McMillan to approve the financial statement as given. Seconded by Member Harris. Motion carries with a vote of 3-0.*

**Senior Roofing Program**

During the May 22, 2018 Special Meeting the board voted to implement a senior roofing program and set aside \$80,000 to cover the costs (\$40K from economic development and \$40K from the beautification where the trees were originally). The maximum allowable grant was set up for \$5,000. We received several applications, bids have been received on the first ten applicants. Seven roofing and general contractors were contacted and three responded. Two of the bidders did not include pricing for wood rot. It was previously discussed during the special meeting whether or not you should change the maximum allowable if the bids came back. A spreadsheet is provided along with the actual individual

bids and an inspection report from one of the bidders. Looking for guidance as to whether the board wants to raise the allowable amount and if they want to hire a building inspector based on the recommendation of the Advisory Board.

Chair Sapp asked what would be the purpose of the field inspector. The manager explained that there have been times when hiring contractors that they do the work without pulling the permit, this could be managed by the inspector. Change orders would need inspections and the consideration of quality assurance, review/approval of pay requests, etc. all of which would be handled by the field inspector. As far a fee, in the past a fee of \$400 was paid for the SEEP program but this would require less because it's only the roof. The fee would be at the boards' discretion.

### **Vice Chair Dowdell enters.**

Chair Sapp also expressed concern with financing repairs on the same houses over and over again. Member Harris concurs. May be an opportunity to expand the reach of the board and the number of people they are able to serve. There was also a discussion on one house that one bidder felt was beyond repair while the other two bidders provided a bid.

Member Dowdell pointed out that some of the houses done before needed roofs then but roofing was not a part of the previous grant. Member McMillan said the program was set-up for first come, first serve and didn't exclude previous participants.

Attorney Brown advised that if there was a desire to change the program the best way was to retract the program and put it out again with the changes not to try to change it midstream would be his legal recommendation.

*Motion by Member Dowdell to award the bid to the lowest bidder for all 10 properties. Seconded by Chair Sapp, motion carries with a vote of 3-1 with Member McMillan voting against the motion.* Member Dowdell wants the bid amount included in the contract with the contractor. For clarification the board noted that the contractor would have to agree to stick with the amount in their quote, no changeorders will be allowed. If the contractor declines to these terms, the bid will be awarded to the next lowest bidder with the same stipulations.

There was then discussion on hiring a field inspector. Member McMillan asked if this person should be a licensed contractor or building inspector. *There was a motion by Member Dowdell to go with the Advisory Board recommendation to hire Marvin Tribue as the field inspector. Seconded by Member Harris. Amendment to the motion "at a rate of \$200 per house", second amended also. Motion carries with a vote of 4-0.*

### **Neighborhood Signs**

During the March 13<sup>th</sup> meeting board members received a list of official subdivision names for the City of Quincy. Members were asked to review the list and advise staff of the signs they would like signs erected throughout the District. Board Member Dowdell identified the subdivisions he would like to have signs. Staff received proofs for the said signs from Eyecatcher Signs at a cost of \$185.

Chair Sapp would like an idea of how many signs are needed for the City and the cost.

Member Harris would like the same but feels the signs should be in all districts.

There was also discussion on color options, and consistency.

*Motion by Member Dowdell to purchase the signs based on the list provided. Seconded by Member Harris. Motion carries with a vote of 3-1, which Member McMillan voting against the motion.*

### **Kelly Lot**

Architect Joel Sampson gave a presentation illustrating the options available for the Kelly lot site. This included the basic level of just parking and green space and continued with phases that would include complete commercial buildout. The manager explained that the county should begin work on the site (removing concrete and asphalt) shortly at a cost of approximately \$7,000.

### **Member Gay enters.**

Member Dowdell likes the all commercial option but wants to know the associated cost.

Member Gay feels the project should be done in phases, suggested that \$100K could address the Franklin Street parking.

Member McMillan agrees with phases 1 & 2 but feels that 3 & 4 should be done by private entity(s).

*Motion by Member Gay to move forward with design #1 as presented by Architect Joel Sampson. Seconded by Member McMillan, motion carries with a vote of 5-0.*

*Motion by Member Harris to table the remaining items on the agenda until the next meeting. Seconded by Member McMillan. Motion carries with a vote of 5-0.*

**Adjournment** – *Motion to adjourn by Member Harris, seconded by Member Gay, motion carries 5-0. Meeting adjourned 5:58 pm.*