

Call to Order

Chair Sapp called the meeting to order at 5:00 pm.

The Quincy Community Redevelopment Agency Board met in regular session on Tuesday, September 11, 2018, with **Chair Sapp** presiding and the following **present at roll call**:

Board Member McMillan, Board Member Harris, Board Member Gay

Also present:

CRA Manager Regina Davis, Attorney Brown

Approval of Agenda

Motion by Member McMillan to approve the agenda as printed. Seconded by Member Harris. Motion carries with a vote of 4-0.

Approval of Minutes

Motion by Member Gay to approve the minutes of the regular board meeting from August 14, 2018 at 5:00pm. Member McMillan seconded the motion. Corrections by Chair Sapp on pg. 2 and pg. 3. Motion carries with a vote of 4-0.

Board Member Dowdell enters.

Old (Tabled Business)

South Adams Street Façade Agreement

The manager

Two companies provided bids, Golden Green Builders \$246K and the other from Ed Cox Construction for \$180K. The manager, attorney and Mr. Tarmey had meet with the contractor and he has signed the contract, the board now has to decide how they want to move forward.

Attorney Brown pointed out that the contract is between the contractor and the property owner, the CRA is protected. He also detailed the draw schedule:

- \$50,000 to be paid within five days of contract signing
- \$10,000 weekly on Friday for eight weeks
- \$50,000 to be paid within five days of last owner obtaining a certificate of occupancy and notice from 4M Design

Although the upfront payout is large the holdback is above the average and will serve as a motivator to get the job done. There is also an additional \$30,000 being requested for any change orders that need approved from the manager and Mr. Tarmey.

Member McMillan asked if any of the buildings will be without air conditioning once the project is completed.

Mr. Cox explained that this is beyond the scope of what he was hired to do but that he is working with the manager to find a solution. Removing the front facing window units is a part of the rehab and that would mean the business would be left without air. Mr. Faircloth has provided estimates and Mr. Cox is getting a second estimate. Needs access to all the buildings. The project will begin at Jefferson. Have been unable to reach Mr. Patel.

Chair Sapp asked that the names in all documents be corrected.

Member Dowdell asked what work is to be done, his quote is not specific.

The scope of work includes painting, stucco, fence, handicap ramp, new windows and doors, remove and replace awnings, pressure wash and patch, alley way structure with lights

ACTION NEEDED: THE MANAGER WILL PROVIDE CONSTRUCTION DOCUMENTS TO THE BOARD.

The board agreed that no businesses should be left without air and thanked the manager for being proactive in finding a solution.

Chair Sapp asked about the blanks in the draft contract and the attorney made the following notations:

pg. 3 of 10, Section 5. The Contractor shall satisfactorily complete such work with 100days after issuance of the said Notice to Proceed.

pg. 4 of 10, Section 7. Failure to satisfactorily..... to a Liquidated Damage of \$0 dollars a per day.

pg. 5 of 10. Section 10. Is completed, comprehensive public liability insurance..... for not less than \$0/\$0 in the event of bodily injury. This will remain at \$0 as the contractor has Risk Insurance in the amount of \$1,000,000 (Contractor to provide proof of coverage).

Funds are estimated to be allocated as follows:

Gladys L. Jones' Property	\$74,000
Marki D. McClendon's Property	\$50,000
David Faircloth's Property	\$33,700
Param Dip Corp Property	<u>\$21,700</u>
Total	\$180,000

Attorney Brown discussed the email discussion regarding owners keeping property up to code. He researched what the City of Tallahassee does and will model an agreement after theirs for board review/approval.

Motion by Member Harris to accept Option1 which is to approve staff recommendation that the Board gives the Chair authority to execute a contract with Ed Cox Construction in the amount of \$180,000, with the time of execution no later than the end of this week September 14th. An additional \$30,000 shall be set aside for any change orders which will require approval from the manager and architect. Motion seconded by Member Dowdell, motion carries 5-0.

Member McMillan asked if they should address the need for air conditioners.

Motion by Member McMillan that \$30,000 be put in the budget to replace the air conditioners for all buildings that have units removed due to the façade renovations on South Adams, seconded by Member Gay, motion carries 5-0.

Financials – not available

ACTION NEEDED: THE MANAGER WILL PROVIDE THE FINANCIALS NEXT WEEK.

2017-2018 Proposed Budget Amendment

The manager proposed an amendment to the current 2017-2018 CRA budget to fund aid to other organizations to the CRA Advisory board. The proposed amendment would add a specific line item entitled “Aid to Other Organizations” and be funded in the amount of \$80,000. The Advisory Board voted 5-0 against the proposed 2017-2018 Budget Amendment.

Member Dowdell was under the impression that this had already been approved. Asked if this is allowable?

Attorney Brown answered yes if it is with the plan and within the statute. These requests would have to be handled on a case by case basis and would require follow-up.

Chair Sapp wished the attorney had reviewed the list prior to be able to tell the board who is eligible. Attorney Brown was following the lead of the Advisory Board who voted against it entirely.

The manager explained that her intent was to tie funds to a very specific deliverable and she feels that all requests can be made to fit within the plan.

Member Gay informed the board that this has come up before and there was an editorial accusing the CRA of misuse of funds. This is a grey area and he is hesitant. If we move forward policy and procedures need to be put in place to ensure deliverables are met.

Member Harris asked if the manager has reviewed the list to see if deliverables can be established to keep them within the needed guidelines.

The manager is confident that most if not all of the entities can fit within the CRA plan.

Member McMillan repeated that this is a grey area and that the advisory board voted unanimously against it. This was one of the concerns expressed by the advisory board during the joint budget workshop, that the regular board constantly ignores their recommendations.

Motion by Member Dowdell to table the discussion on amending the budget for Aide to non-governmental entities until the joint meeting with the Advisory Board on Tuesday, September 18th at 6:00pm, seconded by Member Harris, motion carried 5-0.

Motion by Member Harris to table the remaining items on the agenda until immediately following the joint meeting on the 18th, seconded by Member Dowdell, motion carried 5-0.

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