

Call to Order

Chair Sapp called the meeting to order at 5:05 pm.

The Quincy Community Redevelopment Agency Board met in regular session on Tuesday, November 13, 2018, with **Chair Sapp** presiding and the following **present at roll call**:

Board Member McMillan, Board Member Dowdell, Board Member Gay

Also present:

Interim CRA Manager Robert Nixon, Attorney Brown

Motion by Member Dowdell, seconded by Member Gay to excuse Member Harris. Motion carries with a vote of 4-0.

Approval of Amended Agenda

Motion by Member Gay to approve the amended agenda providing by Manager Nixon, seconded by Member Dowdell. Motion carries with a vote of 4-0.

Approval of Minutes

Motion by Member Dowdell to approve the minutes of the regular board meeting from September 11, 2018 at 5:00pm with any corrections if necessary. Member Gay seconded the motion.

Board Member Harris enters.

Addition to minutes per Chair Sapp – reflect the contractors name, Mr. Jim Brooks of Ed Cox Construction, in section South Adams Street Façade Agreement. *Motion carries with a vote of 5-0.*

Motion by Member Dowdell to approve the minutes of the joint meeting of the regular and advisory board from September 18, 2018 at 6:00pm with any corrections should there be any. Member Gay seconded the motion. Motion carries with a vote of 5-0.

Minutes from September 18, 2018 regular board meeting at 7:10 pm – Member McMillan found the minutes to not accurately reflect the meeting in particular section on page 1: 2018-19 Proposed Budget did not capture the details of the vote when 2 commissioners abstained from voting. The minute taker was asked to review the tape of the meeting and update the minutes. In addition Member Sapp mentioned the fee that was agreed to for the consultant should be added. Minutes will be revised reviewed/approved at the next meeting.

Motion by Member Dowdell to approve the minutes of the regular board meeting from September 26, 2018 at 5:00pm with any corrections should there be any. Member Harris seconded the motion. Chair Sapp asked that the last sentence on page 3 under

Adjournment (Congratulations again to Mr. Nixon) be removed if it was not a part of the actual minutes. Motion carries with a vote of 5-0.

Financial Report

According to the October 31, 2018 statement the beginning balance was \$384,500.70, there were no deposits, nine checks/debits in the amount of \$19,222.44 interest paid \$110.61, leaving a balance \$365,388.87. *Motion by Member Dowdell to accept the financial report, seconded by Member Gay. Motions carries with a vote of 5-0.*

Manager Updates

Mr. Nixon thanked Mr. Beason, Finance Director, for all of his help during this transition period.

South Adams Street Project

All agreements have been signed between the contractor and property owners. The lien contract between the CRA and the property owner has been signed by Mrs. Jones and Mr. McClendon. This lien depreciates every month over a period of 60 months. Two property owners (Mr. Patel and Mr. Faircloth) have concerns about the details in the lien contract. The permit has been pulled and the air conditioner for the McClendon property has been ordered. He has 100 days from the date he pulled the permit to complete the work.

Peter Patel (*property owner*) was present and expressed his concern that he did not see this paperwork until after he signed the contract with the contract. Feels this should have been presented to him upfront. He feels the language in the contract says that his property can be taken if something is broken and not repaired.

Attorney Brown assured Mr. Patel that this is not the case. Although he can't give him legal advice but can explain what's in the contract. Paragraph four of the agreement states that the grant shall be characterized as loan to grantees amortized, reducing monthly payments over a sixty month period. So if this contract has amortized for four years, there is only one year left, so twenty percent of that loan is still outstanding. Secondly it doesn't indicate that we could come after it at all unless, in paragraph 7 it says default remedies. On the occurrence of any event of default if not cured within 90 days after the grantees receipt of notice from the CRA, then we may declare the remaining balance that has not already been forgiven. One sixtieth of the loan is forgiven every month and we can't go back and recoup that. During the time of the violation that portion of the grant is not forgiven. Attorney Brown will need to speak directly with each property owner's lawyers to try to resolve any questions.

Member Gay commented that it is important for all property owners to understand that it is encumbered upon this board to make sure we have some protections in place. We're expending public dollars on their place of business and it would be an injustice for us not to put something in place to protect that investment. Maybe the process should have been done a different way but I hope they understand we are not trying to spring anything on them.

Mr. Faircloth (*property owner*) has already spoken to three board members. His points are:

- * there has been interest expressed in backdoor access
- * looks forward to repair/revitalization of S. Adams Street

- * needs things in writing
- * suggested quarterly walk through of properties and maybe a promissory note
- * concerned that if the makeup of the board changes then the agreement may change

Member Harris – Asked Attorney Brown if changes are made to the contract after he meets with the property owner’s attorneys, if those changes will be made to the contracts already signed.

Attorney Brown feels it would be fair to make the agreement the same for everyone. Liens are standard. He will speak to the property owner’s attorneys to try to clear up any questions. Spoke to Mr. Faircloth’s concern regarding changes to the agreement, even if this board changes, that’s the purpose of the agreement, the board can’t go back and change a signed agreement. Part of this was developed talking with the City Manager in regard to code enforcement. Every property owner whether they get a grant or not are subject to be up to code. Once this project is done we clearly will be up to code and so we’re putting the obligation on the property owner keep it within code, if not they have ninety days. A lien is standard even when we do the roofing program

Chair Sapp is disappointed in the process and the amount of time spent at charrettes and at these meetings discussing this very issue. Her intent was simply to improve the appearance of S. Adams Street. This was an opportunity to give back to the community. No one likes its appearance and this seemed to be a chance to improve the condition of the place and for those who patronized those establishments and to improve what we could do as a City. Appreciates those people who came to the meetings, who answered/returned phone calls. Disappointed in the process that was used and the respect given to the process that was used.

Manager Nixon said the contractor will move forward on the other properties.

Attorney Brown pointed out there are two contracts, one does not affect the other. The hundred days will start after the notice of commencement is issued on each property.

Contractor Brooks understands both sides and suggested a maintenance bond. Pointed out he has 100 days after pulling permit to complete the work, if the lien contract is not signed this can affect his ability to get the job done.

Member Dowdell would like to see a timeline to resolve issues regarding liens.

Motion by Member Dowdell to give the attorney two weeks to resolve the issues regarding the lien contract, if not have a special meeting to discuss it further, seconded by Member Gay, motion carries with a vote of 5-0.

Kelly Lot

The manager has met with architect Joel Sampson to discuss the Kelly project. There will be a meeting on November 16th, 10:30 am with Mr. Sampson, Alex Sink, Chair Sapp, representatives from Dewberry Engineering as well as Member Gay if available to discuss the potential there. There will be parking spaces and green spaces and the goal is to see if there is other potential in that phase.

Senior Roofing Program

Consultant Tribue has been a great asset since the hurricane. He visited all the 10 property owners scheduled for roof replacement, he assured them the CRA is still concerned about them and looking forward to getting the work back on track. While there he inspected all the properties for additional damage from the hurricane. At this point the first house should be completed by the end of the week, the second property will be repaired by FEMA and work on the third property should begin shortly.

Consultant Tribue reported that three of the homes did sustain additional damage as a result of the hurricane. This is not delay the contractor moving forward and should not cost anything additional.

Member Harris asked if there is intent to continue the program after the completion of the first ten houses?

Manager Nixon answered that is the board's decision but would like to say yes and indicated that he has received an additional 19 applications.

Member Harris asked if there is an order in place for the additional applications.

Manager Nixon will provide a list of all applications on file with the date they were submitted, they have not been ranked.

Neighborhood Signs

The signs for Member Dowdell's district will be installed by the manufacturer. The cost is \$4,500 which is \$450 per sign times ten actual signs including installation. Member Harris wants a list of neighborhoods, with the original names and the corresponding map. Manager Nixon will send the list/map within the next day, there will be \$5,500 available for the other districts after this initial purchase.

Aid to Non-Profits

Manager Nixon received a request from Sam Palmer who represents two organizations. He needs clarification on how to proceed. There was discussion by the board on how to evaluate applicants. Attorney Brown reviewed all applications and indicated that each application needs to be revised and applicants need to be notified. Applicants must meet the CRA guidelines (remove slum/blithe or promote economic development) and must be within the district. Member Harris asked what the process is and asked if the manager with the individuals/organizations that are applying to see if it can fit within the CRA plan. Manager Nixon will reach out to each of them. Member McMillan stated this is exactly why the CRA should not be doing this, sees this is a muddy area.

Motion by Member Harris to table remaining items to the next meeting. Seconded by Member Dowdell. Discussion: Member Gay is there is anything from the attorney. Attorney Brown replied no, his main area was the non-profits and the contracts. *Motion carries with a vote of 5-0.*

Meeting adjourned 5:58pm.