

The Quincy Community Redevelopment Agency Advisory Board met in special session on Thursday, March 28, 2019, 6:00pm, with Chair Sapp presiding and the following **present at roll call**:

Member Harris, Member Dowdell, Member McMillian

**Also present:**

Attorney Brown, Manager Robert Nixon

Chair Sapp thanked everyone for their attendance as she realizes it is a strain on everyone. Will do her best during her tenure to minimize the need for special meetings.

**Call to Order**

Chair Sapp called the meeting to order at 6:00 pm.

**Approval of Agenda**

*Motion by Member Harris to approve the agenda, seconded by Member Dowdell, motion carries 4-0.*

**Approval of Minutes**

*It was motioned by Member Harris to approve the February 12, 2019 minutes from the regular board meeting, seconded by Member Sapp, motion carries 4-0.*

*It was motioned by Member Harris to approve the February 19, 2019 minutes from the CRA and Advisory Board joint workshop, seconded by Member Dowdell, motion carries 4-0. Correction on page one where it states members present Chair Sapp needs to be added as she was present the entire time.*

**Utilization of CRA Line-of-Credit**

Manager Nixon- on February 7, Chair Sapp executed the closing documents on the straight line of credit with Capital City Bank. The purpose of securing the loan was to enable the QCRA Board to complete current projects sooner than previously expected based on limited, timely access to funds. Staff is seeking direction on how to use these funds. The recommendation of staff is that funds be expended on existing programs and one addition. South Adams Street Façade program up to \$100K, the second roof replacement for the Senior Roofing Program up to \$140K, the Franklin/Adams Street project up to \$50K and CRA Economic Development Feasibility Plan and Promotion p to \$60K. Regarding the Kelly Lot, through Dewberry a letter from the North Florida Water Management District has been received stating that the CRA is exempted from the permitting process, which represents about a \$4K savings. Joel Sampson also submitted a proposal for design work. Phase II will include additional items such as a pavilion and the use of the old police department. The projected cost for paving is approximately \$125-45K.

There was also a discussion as to the continued use of Mr. Tarmey or Joel Sampson as a consultant. The board discussed Phase II which includes painting the exterior of Odells, the remaining fence (25 brick columns), awnings on the side of Odells, repairing some wood damage at that building, ramp and landing for code enforcement and hand rails. It also included upgrading some electric service and panel boxes at two locations. Ed Cox has quoted \$87K, but this would have to go out for bid. This bid does not include any aesthetic improvement to the back entrances that was previously addressed by this board. Chair Sapp inquired about the 25 brick columns indicating this was not a part of the original discussion, Member McMillian also pointed out that Mr. Tarmey charges \$195 per hour and Joel Sampson is \$95. Member Dowdell expressed that he felt that Mr. Tarmey has been paid too much money. Chair Sapp pointed out that this would be a chance to bid out the work on Phase II. In a discussion about the rear it was mentioned that the building owners have to take responsibility for their buildings.

**Kelly Lot** – Chair Sapp asked when they could go out and take a look at the old police building.

**Senior Roofing Program** – Mr. Tribue provided a rough estimate of the next twenty homes to be done. Two contractors have called inquiring about the next project. Member Harris asked if there was a way to get out of the agreement for the first ten houses or can we reach a mutual agreement with the contractor so that the last five can be bid out to someone else. Attorney Brown will review the contract to see if there has been a breach of contract and what if any options there is. The goal is to finish all houses in a timely manner. The manager or Mr. Tribue are in constant contact with the applicants to let them know their status.

**Economic Development and Feasibility Plan and Promotion** – After reviewing the job description for the Manager, there's a couple of areas there needs to be an approach to target, initiate contact with businesses but also to promote the area. Also a marketing program that increase will increase property owner interest and community involvement. In order to improve the district we have got to improve the quality of businesses and operate and create while creating jobs, providing goods and services and understanding who they are so that we can promote them outside the area. The businesses are relatively stable but in many cases they are relatively stagnant and underachieving. Member McMillian feels that CRA funds should be used for something physical (bricks and mortar), that \$10K should be enough to promote local businesses and the balance for another project. Member Harris asked if the manager could drill out the \$60K allocation for this project. **Action item: The manager will provide a more detailed list of what this amount covers by the next regular meeting.** Side note: West End Grille has been purchased and will be a laundromat.

**Faircloth request** – *It was motioned by Member Dowdell to authorize CRA to provide funding in the amount of \$5,000 to cover half of the drainage/infrastructure repair at Mr. Faircloth's building, seconded by Member McMillian, motion carries 4-0.*

**Attorney Comments** - None

**Member Comments**

Member McMillian – None

Member Harris – None

Member Dowdell – None

Member Sapp – Asked the board members to go by the site where the old police station is located in Douglas City so that they can make an educated decision at the next meeting.

*Motion to adjourn by Member Dowdell, seconded by Member Harris, motion carries 4-0. Meeting adjourns 6:30 with a reminder of the meeting at the Recreation Department that started at 6:00.*