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**Call to Order**

Chair Dowdell called the meeting to order at 5:03pm.

The Quincy Community Redevelopment Agency Board met in regular session on Tuesday, August 13, 2019, with **Chair Dowdell** presiding and the following **present at roll call**:

Board Member McMillan, Board Member Sapp, Board Member Bass-Prieto, Member Harris

Also present: Interim CRA Manager Robert Nixon; CRA Attorney Hubert Brown

**Approval of Agenda**

*Motion by Member Sapp to approve the agenda as presented, seconded by Member Harris motion carries with a vote of 5-0.*

**Chair Dowdell left the room and Member Harris takes the gavel.**

**Approval of Minutes**

*Motion by Member Bass-Prieto to approve the minutes from the July 9 and 23, 2019 regular board meetings with the possibility for corrections, seconded by Member McMillan, motion carries 4-0*

Chair Dowdell returns.

**Financial Report**

According to the July 31, 2019 statement the beginning balance was \$259,949.82, there were no deposits, twelve checks/debits in the amount of \$44,506.24, interest paid \$76.55, leaving a balance \$215,520.13. The manager went over the specifics of all checks and debits. *Motion by Member Sapp to approve the financial report as given, seconded by Member McMillan, motion carries with a vote of 5-0.*

**Interim Manager Updates**

*Franklin/Adams Street Development* – Received the commencement documents from Dewberry, would like to move forward with executing them with necessary signature. A start date can be announced when CW Roberts accepts and signs off on an agreement with them.

Completion is scheduled to within 45 days of signing Notice of Commencement or 60 days allowing for delays. Attorney Brown has two additional items he wants to review and will deliver document to the Manager on the following day.

*Senior Roofing Program* – A copy of the master contract was circulated for the roofing program for each of the contractors selected (Dupont Constructions, Lewis Builders & Gutterhawk Roofing). Still need to verify the credentials for one of them but prepared to move forward. A copy of their insurance policy is required with an endorsement to cover the homeowner. Based on previous discussions there were timelines added to the contract. Liquidated damages will be \$100 per day. There will be a separate agreement with the homeowner placing a lien on the property. The contractors will receive a notice to start when all documents are signed and will have seven days per house to complete the roof.

Member Harris inquired about the three houses from Phase 1. We are not done but a correspondence has been sent to the contractor and the board can move forward per the attorney. If additional costs are needed the attorney will contact the contractor, Chief Cornerstone, regarding reimbursement. There are two houses remaining.

*South Adams Street Project* – The work is complete, final walk through is scheduled for tomorrow. After the completion of Phase I each property owner signed off on being satisfied with the work done. The same will apply to those affected by work done in Phase II. Member Bass-Prieto mentioned that drains at the curb are being blocked that may cause problems later. She also mentioned the need for building owners to have access to water to clean the front on their building(s) and sidewalks, the spigot that's there is apparently broken. **Action item: The manager will look into solutions for both of these issues.**

Mr. Jampole was present for questions and commended Mr. Nixon on his professionalism during this project.

**CRA Draft Budget** – The manager has been working with the Finance Director but has not received information indicating the Counties TIF contribution. The draft budget provided has some changes:

Contractual services is being reduced as it doesn't include aide to non-profits and demolition is cut in half. The back-office fee of \$20K to the City has been added for the current year. Other items remain the same. TIF estimates are County \$282K and City \$165K for a total of \$447K. Expenses are currently estimated at \$363K leaving a difference of \$84K. The manager is suggesting that \$24K go into contractual services and \$60K be set aside for projects. The \$350K line of credit is still available and expected to be used on the Franklin/Adams project. **Action item: Member McMillan asked the manager to check with Mr. Piawah to see about getting some of these houses through the process for demolition. This will aide in removing eye soars (slum & blight) in communities.**

*Motion by Member Sapp to keep demolition budget at \$100K, seconded by Member McMillan, motion carries 5-0.* The unused funds from the current year's demolition budget will be carried forward. Member McMillan asked if the advisory board has seen

this budget. The manager explained that the advisory board has seen the budget and has until the end of the week to make recommendations.

**CRA Attorney Updates** – Asked the board to give considerable thought to the budget as the City and County have to be notified of changes. This is based on recent changes made by the legislature. **Action item: Attorney will share the legislature with the board.**

### **Board Member Comments**

Member Sapp – None

Member Bass-Prieto

- In light of the recent visit to Thomasville, she feels that when looking at the budget and the future, there is a need to take a good look at long term planning, grant opportunities and private/public funding. Housing and economic development need to be looked at to make a major change in Quincy.

Chair Dowdell – None

Member McMillan – None

Member Harris – Agrees with Member Bass-Prieto but feels the CRA Board and City Commission need to commit to an investment to get things in a marketable position.

**Meeting adjourned 5:53pm.**