
Call to Order

Chair Dowdell called the meeting to order at 5:10pm.

The Quincy Community Redevelopment Agency Board met in regular session on Tuesday, November 12, 2019, with **Chair Dowdell** presiding and the following **present at roll call**:

Board Member McMillan, Board Member Harris

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

Motion by Member McMillan to excuse Member Bass-Prieto and Member Sapp's absence, seconded by Member Harris, motion carries with a vote of 3-0.

Approval of Agenda

Motion by Member McMillan to accept the agenda as presented, seconded by Member Harris, motion carries with a vote of 3-0.

Approval of Minutes

Motion by Member McMillan to approve the minutes from the October 8, 2019 regular board meeting, seconded by Member Sapp, motion carries with a vote of 4-0.

Financial Report

According to the October 31, 2019 statement the beginning balance was \$350,887.08, there was one deposits, twelve checks/debits in the amount of \$70,737.46, interest paid \$103.42, leaving a balance \$344,353.04. The manager advised that the deposit of \$64,100 was a pull down from the line of credit for the senior roofing program

The manager went over the specifics of all checks and debits. *Motion by Member Harris to accept the financial report as printed, seconded by Member McMillan, motion carries with a vote of 3-0.*

Approval of FY 2019-2020 CRA Budget – The manager and Finance Director presented the 2019-20 budget which needs to be approved by resolution. Finance Director indicated the total CRA budget is \$620,915, with income from TIF funds, TRIM, the line of credit and use of fund balance. Expenditures include personnel charges of \$104,016, operating expense \$206,899 (including \$100K for contractual services, housing demolition and professional services), and Capital is allocated \$310K (the bulk of which is \$204K for catalyst program and \$100K for the senior efficiency program), totaling \$620,915.

Attorney Brown provided a copy of Resolution 2019-1. Motion by Member Harris to approve Resolution 2019-1, seconded by Member McMillan, motion carries with a vote of 3-0.

CRA Advisory Board Report

This item was skipped until Advisory Board Chair Hannigon arrives.

CRA Manager Updates

Relocation of CRA office – The manager has been working with the City to move the CRA office into the NetQuincy building. This is expected to happen late November/early December. Will facilitate the move of some equipment from the Chamber.

Rural Infrastructure Grant – Staff is working with City Manager and grant writer on a Rural Infrastructure Fund Grant with a targeted project area of the Quincy Business Park. The deadline is November 22nd. Also working with USDA on the rural development fund. Looking to identify funds that can help renovate or constructing a new building in the district. This is a community facilities grant therefore it must meet a community purpose. There is no cap and it is open calendar.

Audit Requirements – Pleased with relationship with the Finance Department as they have been making sure that the CRA that the requirements of the audit are being met. Website is up to date with the exception of the budget information. Next year the CRA will have to conduct an independent audit. The manager will confirm that the audit fee is covered in the \$20K being paid to the City.

The City has done a good job in getting the audit reports back faster. Has been able to go back and do the 2017-18 annual report, presently working on the 2016-17 report. Those will be submitted to the state and will bring the CRA in full compliance as far as reporting.

Joint Economic Development Workshop – Met with the advisory board and received a request from Member Bass-Prieto to open a discussion on economic development. Suggests that on December 3rd the two boards hold a joint workshop on economic development. The purpose would be that we could now connect some of our projects and expenses with our revitalization and beautification plan. This would create a framework on how we handle other incoming requests, how projects are targeted and how we execute. *Motion by Member McMillan to host a joint economic development workshop with the CRA Advisory board on December 3rd, second by Member Harris, motion carries with a vote of 3-0.*

Roofing Program – All of the roofs and the final invoices are being processed.

Franklin/Adams Street Development – Pending the weather it is scheduled to be paved on Thursday or Friday. Working with Dewberry to address the items that were pulled out from the original bids, sodding, lighting and the sidewalks, to see if they can get some better pricing. **Action item: Member Harris asked that a copy of the bid that they**

are currently working from be sent to him. Weather providing the job should be completed by the end of the month.

Requests for Assistance- As mentioned in previous meetings, the board has received numerous requests for assistance, including Don's Hair Pair, The Legacy School of Arts, The House of Music, Dean Mitchell Gallery, the Drew building and Andrea Walker. No budget or framework has been created and hope that this can be addressed at the workshop. **Action item: The manager will have available at the workshop a proposed budget amount and more detail as to the costs associated with the requests.**

CRA Advisory Board Update – Consideration of Advisory Board Appointments

At this time the CRA Advisory Board has two vacancies, District 4 and At-Large. Ron Green, local entrepreneur was recommended by Member Bass-Prieto. *Motion by Member McMillan to approve Ron Green for District 4 representative, seconded by Member Harris, motion carries 3-0.* Mr. David Faircloth and Mrs. Stella Murray are up for consideration for the at-large seat. This position is usually based on a recommendation of the manager who recommended Mr. Faircloth. It was *motioned by Member McMillan to approve David Faircloth for the at-large seat, seconded by Member Harris, motion carries with a vote of 3-0.*

CRA Manager's Contract – This was provided to you today from the attorney, it is not complete yet.

- The manager's only had one point of input in the section regarding dual employment. He has a development company with some projects he would like to work through.
- Attorney Brown pointed out that in Section 11 (Termination) – The manager must give 60-days' notice or owe the board one month's salary. The board must do the same, if without cause. Previously there were no consequences. The term of the contract is also up for the board's discretion.
- Salary also needs to be decided. The average salary, based on budget wise comps of the same size, is \$50-65K.
- For clarification the board makes any final determination for any salary adjustment, not based on what the City may or may not give its employees because it's the board's decision.

Motion by Member McMillan to table this item until the next meeting, seconded by Member Harris, motion carries with a vote of 3-0.

CRA Attorney Updates –

- Working on revisions for the by-laws to incorporate the CRA statute that was changed this year, specifically the need to follow the City's procurement policy.
- Inter-local agreement need to be renewed with the City, no significant changes are expected and it will be done retroactively
- Needs to clarify liens on homes in senior roofing program (in case of death, repayment is not triggered, should pass on to heirs).

Board Member Comments

Member McMillan – None

Member Harris

- Requested information on advisory board (i.e. function, make-up/by-laws, etc.).
- Ask if the board has considered meeting with business community to see what they want from CRA and how the CRA could be a benefit to them.

Chair Dowdell – Asked the expected moving date for the CRA office to the new space.

Meeting adjourned 5:54pm.