
Call to Order

Chair Dowdell called the meeting to order at 5:08pm.

The Quincy Community Redevelopment Agency Board met in regular session on Tuesday, February 11, 2020, with **Chair Dowdell** presiding and the following **present at roll call**:

Board Member Bass-Prieto, Board Member Harris

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

Also present: CRA Manager Robert Nixon; CRA Attorney Hubert Brown; Admin Pam Tribue

Approval of Agenda

Motion by Member Bass-Prieto to approve the agenda as written, seconded by Member Harris, motion carries with a vote of 3-0.

Approval of Minutes

Vote delayed until there is a full board.

Financial Report

According to the January 31, 2020 statement the beginning balance was \$326,483.63, there were no deposits, eight checks/debits in the amount of \$9,491.59, interest paid \$14.58, leaving a balance \$317,006.62. The manager went over the specifics of all checks and debits.

There was discussion on the cost to move the copier from the Chamber to the new location. **Action item: The manager will provide specifics on the copier, including manufacturer, monthly payment, total lease cost and term of agreement. The attorney will also review for any consequences of terminating lease. Will also look at use of City's copier, shared copier possibility.**

Member Sapp enters.

CRA Advisory Board Report

In the absence of the Advisory Board Chair Hannigon, the manager thanked Chair Dowdell for attending their last meeting. In addition there is currently a vacancy on the seven member advisory board due to the resignation of Rev. Morris at the January meeting. Mrs. Stella Murray contacted staff expressing interest in serving and this information was shared with Member McMillan who needed to replace his designee. Member McMillan supported the appointment of Mrs. Murray to the advisory board. She is the branch manager at Centennial Bank and a Quincy native. *Motion by Member Bass-Prieto to approve Stella Murray as a member of the advisory board replacing Rev.*

Morris as Board Member McMillan's designee, seconded by Member Harris, motion carries with a vote of 4-0.

CRA Manager Updates

CRA Redevelopment Plan Revision/Updating Process Recommendation - A copy of the plan is attached. Note it was effective through the end of 2019, time to be updated. This is critical because it will help guide us as we continue to identify projects moving forward; it should give us a framework that will help us deal with financial requests from the community; and it will also help as we prepare to work with the City to pursue external sources of funding through grants. Updating the plan is a requirement. The manager has meet with the City Manager who advised of the City's plan to update their plan as well and perhaps jointly utilize a consultant to assist in these endeavors, including workshops, stakeholder meetings and community meetings/hearing. The manager is working to delineate a process that he will bring back to the board in detail with the financial impact; it should be available by the next meeting. Member Bass-Prieto suggested a workshop to hash out what each want to see as well as the constituents; this would allow targeting of grants. She would like to address blithe and sub-standard housing. The board agreed to a joint workshop with the advisory board on their next meeting date which is March 3rd @ 6:00pm.

Member McMillan enters.

CRA Budget Review – The manager will meet with Finance to try to resolve the discrepancies found in the budget binder and the draft approved by CRA resolution. There will need to be Board approval by resolution to rectify this situation, since both budgets were approved. There will also need to be some budget modifications.

Member Sapp asked confirmed that Ms. Tribue currently does part-time work under contractual services. She asked that the manager create some other time in the budget so that she can get our materials out in a timely manner; if she is not available then someone. The manager also mentioned that with the move he would no longer have access to the two part time workers included in his rent at the Chamber. Member Harris agreed with speaking with Mrs. Tribue to see if she would be willing to take on the additional responsibilities, if we're able to work something out with her with additional compensation. **Action item: The manager will discuss it with her this week.** The manager is currently working from the budget approved by the CRA Board by resolution. The manager suggested a special meeting prior to the upcoming workshop to resolve issues with budget. Attorney Brown reminded the board of one change to reflect the interest payments on the line-of-credit as a separate line item.

Franklin/Adams Street Development – The most recent invoice from CW Roberts for \$49,477.50 (certified by Dewberry). The manager is seeking permission to pay. Additionally, the State came to do testing of the site and some of the grass was damaged slightly as they are installing another well testing later. *Motion by Member Harris to pay outstanding invoice, seconded by Member Sapp, motion carries 5-0.* The manager noted there will be a final payment for \$34,956 due.

Discussion – Member Harris inquired about the Main Street contribution to work on Franklin/Adams Street Development. He was under the impression that a portion of the funds given to them would be used on the Kelly lot. The manager was able to retrieve

the agreement with Main Street and found that included in the deliverables was way finder signs, mural and sound stage enhancements. Member Bass-Prieto suggested other ways to work with other stakeholders and to complete some projects like landscaping, murals, etc. **Action item: There is a meeting scheduled with Main Street on the 25th and that will be an opportunity for the manager to follow-up with them on the status of the deliverables related to the Kelly Lot.** The ultimate goal of the board is to get the project completed. Member Bass-Prieto suggested that they look into other stakeholders that could possibly assist. For example landscaping, sponsored benches, murals through the Arts Center, etc. **Action item: The manager will get with the consultant to figure out how long before the grass is in walkable condition, considering the re-seeding that needs to be done.**

Requests for Assistance – The list for assistance requests was provided and is growing. In the audience was Dr. Allen and Ms. Williams, they are leasing the former CitiTrends building and are asking for assistance to do some renovations. The board needs to keep in mind these requests and the need to develop a process for evaluating them and determining who will receive assistance. This may be an item that can be discussed during the workshop as the budget will be discussed. Member Bass-Prieto mentioned maybe looking into a match agreement of 75/25, and the previous agreement to redo the mural on the side of Padgett's Jewelers, and replacing the trees downtown is still pending. Mentioned the nationwide contest via email that will revitalize all of Quincy through HGTV. **Action item: Member Harris asked that the manager provide a more detail description of these requests for the upcoming workshop included estimated costs.**

CRA Attorney Updates –

Update of Advisory Board Bylaws – Not discussed.

Line-of-credit Terms – Attorney Brown spoke with the Capital City Bank regarding the current loan and the possibility of moving forward the dates on the loan. He suggested renewing the current loan. **Action item: Attorney Brown will have resolutions for both options at the next meeting. A final decision has to be made by March 15th.**

Attorney Brown reminded board Chair Dowdell that he can call a special meeting at any point as well as majority vote of the board. *Motion by Member Harris to hold a special meeting after the March 3rd joint workshop, seconded by Member Sapp, motion carries with a vote of 5-0.*

Approval of Minutes – *Motion by Member Harris to approve the January 14, 2020 minutes, seconded by Member Sapp, motion carries 5-0.*

Meeting adjourned 6:08pm.