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### **Call to Order**

Chair Harris called the meeting to order at 5:09pm.

The Quincy Community Redevelopment Agency Regular Board met on Tuesday, January 26, 2021 with the following present at roll call: Member Sapp, Member Canidate, Member Dowdell and Member Bass-Prieto (via Zoom)

### **Also in attendance:**

Manager Nixon, Attorney Brown, Admin Pam Tribue

### **Approval of Agenda**

*Motion by Member Sapp to approve the agenda as printed, seconded by Member Dowdell, motion carries 5-0.*

### **Approval of Minutes**

December 8, 2020 - *Motion by Member Sapp to accept the minutes from the December 8, 2020 with a correction on page three, final paragraph – change success to suggest, seconded by Member Bass-Prieto, motion carries 5-0.*

December 10, 2020 – *With no corrections noted, motion by Member Sapp to approve the minutes from the December 10<sup>th</sup> special meeting, seconded by Member Canidate, motion carries 5-0.*

### **Financial Report**

Per the December 31, 2020 statement there was a beginning balance of \$192,736.94. There were three deposits/credits of \$178,934.13, eighteen checks/debits \$68,590.24, service change for \$0.00, interest paid in the amount of \$12.13, leaving an ending balance of \$303,092.96.

Manager Nixon covered details, highlights include:

- The deposits of \$168,578.36, \$2,177.21 and \$8,178.56 represent the first installment of TIF dollars from the County and City. This can now be used for catalyts projects.
- \$1,666.67 bank transfer is the monthly installment to the City per the inter-local agreement for back office services (accounting/payroll/HR), \$20K annual charge. Attorney Brown answered a question indicating that the CRA could opt to have an outside entity handle these services, but in the past it was deemed more cost effective to keep it in house. He also spoke against deducting the annual fee from TIF funds received. Needs to be a clear distinction of funds received and expenditures. Member Dowdell suggested that the Manager should charge the City for any services he provides. Attorney Brown reminded the board that this was previously discussed and the board made the decision that the CRA would pay the \$20K. Member Bass-Prieto inquired about the annual independent audit from the City. Does the \$20K include that audit? It was noted that this fee did not include audit services, the CRA will receive a separate invoice. Attorney Brown repeated that under the inter-local agreement, the audit was not included. This service is not being provided by the City but by an independent auditor. This fee should be available in the Professional Services line item.

- Other debits included interest on loan, payroll, staffing, and a charge for \$8,178.56 for IT services which he is researching with the Finance Department.
- There was a check issued for \$35,500 payable to Mark Tarmey. This was done in error and will be refunded.

The manager would like suggest to the Finance Department that they prepare and submit a monthly invoice to the CRA, this would allow the board to address/approve them prior to the withdrawals are made.

*Motion by Member Sapp to accept the financial statement as presented, seconded by Member Dowdell, motion carries 5-0.*

### **QCRA Manager Report/Updates**

*Renaming of the former Kelly Lot* – This item was brought forward as a recommendation from Mayor Harris and the Quincy City Commission. Gerald “Andy” Gay is a former Quincy City Commissioner, long-time Athletic Director and coach at Shanks High School and East Gadsden High School. Additionally as a Commissioner, Gay is a long-time advocate for downtown redevelopment and the introduction of greenspace in District 4. It is the recommendation to name the site Gerald “Andy” Gay III Park. *Motion by Member Sapp to rename the Kelly Lot to the Gerald Andrew “Andy” Gay III Park, seconded by Member Dowdell, motions carries 5-0.*

*Kelly Lot usage* – Per the board’s request, the Manager contacted NorthStar Contracting Group to receive clarification on what uses could be conducted on the site prior to contamination remediation. There is no anticipated date as to when the work will be done as the funds are unavailable at this point. The state representative gave the go ahead to have small events on the site as long as the soil not be disturbed below six inches and avoid the area where the wells are located. To date approximately \$337,860.00 have been transacted for this project. The board has agreed to use \$50K of the funds previously allocated for lighting and irrigation for the low-energy efficiency program and providing some support for a commercial energy efficiency program. Member Bass-Prieto would like it if we could get some use out of the property while remaining safe. The remediation is done at no cost to the CRA and it is required by state law.

*Energy Efficiency Program* – There were a total of 12 applicants, 11 were approved and since its start date of December 23, 2020 six homes have been completed and two are in progress by Chariot Construction. Total expenditure to date is \$69,445. All roofs should be completed by the first week in February barring any weather delays. The manager complimented the quality and speed of work being done by the contractor.

*Low Income Energy Efficiency Program* – Staff has received six applications to date and he is going through the process of confirming their information, securing deeds, etc. May need a special meeting to move this project forward. Noted that Mr. Tribue provides professional services at a rate of \$300 per house in which he provides an evaluation prior to work beginning and a follow-up once work is completed.

The manager then discussed a situation with a previous recipient of a roof that has since had problems with a sagging structure. He is trying to determine why a load bearing wall was removed and if the contractor is responsible for the repair. This is the Bradwell house. The manager will provide the board with an update at the next meeting.

Chair Harris expressed that he is very satisfied with the progress and speed of the current contractor. He wants to make sure that the board is not causing any delay though. If a signature is needed he is readily available. The manager reported that each applicant is called

on a weekly basis with an update, roofs are being done in the order they were received and approved.

Member Bass-Prieto asked if residents in the City of Quincy are eligible for County SHIP funds. The manager explained that any application he receives that the CRA is unable to assist he refers them to other agencies. The SHIP office is currently focusing on repairs related to Hurricane Michael. There was a home in District 2 that received this funding.

Window Clings and Portable Murals – The Manager reached out to local printing companies to determine if designer window clings can be produced for installation in windows in vacant buildings. He also inquired as to whether large murals can be printed and hung on buildings as opposed to painting the actual surface. Input from the community has been received also. Apogee Signs is a vendor in Midway that the manager meet with and toured his facility. A list of possible themes and images will be provided at the next meeting. Wraps for poles are also produced by this provider. Chair Harris would like to be advised of and listen in on the next community meeting. The Black Lives Matter mural is still being considered. A concrete budget has not been established but the manager is estimating \$10-12K.

Commercial Roofing Program – After researching programs around Florida and select cities in the US, the manager drafted a Commercial Roofing Program summary. Funding previously dedicated to the Kelly Lot could be used to fund the program (\$50K) if the board decides to move forward with the project. The manager will email the draft program summary. After an extensive discussion, it was the consensus of the board that this is not a program they are interested in initiating. Member Bass-Prieto asked if the board could consider looking at a low interest loan program or a matching grant program instead to assist these struggling businesses needing repairs. The manager is looking at other pots of money to remedy situations like those mentioned.

GF & A Fence – Staff received a quote from Star House-RDL Remodeling for \$38K to replace the current fence with a “Park” fence. The City will be considered for removal of the current fence. Because the CRA has to follow the City’s purchasing guidelines, this will be more time intensive. Carry forward funds will be used to fund this project. Upon review of the quote provided it was noted that the items listed were the same as what’s already there. The manager will look into this and verify the details. The manager will also send the board pictures of the proposed fence.

Downtown Paint Program – Budget of \$80K. Staff identified 17 spaces that require painting. Quotes were received from three contractors, Superior Painting had the only complete quote. The manager suggests starting with the Padgett’s Jewelry building. Since the mural was painted it is more obvious of the need to paint the entire building. A quote of \$5,700 was received for this. The address on the quote provided did not match Padgetts, the manager will look into this. The manager will send program details and the buildings that have been identified to the board for review. The managers’ thought was to treat this as a separate item from the overall painting program. The board asked that this be brought back for further discussion. The manager will provide the criteria for the selected buildings, which buildings were selected. The board will decide if this will be a full grant or a matching grant of some sort.

Attorney Brown suggested that there be a program in place with criteria. The board needs to decide what type of program this will be, sole grant or matching grant. Should pull the work on the Padgett building until the program is established. Also pointed out that Superior Painting is on state contract and the board would forego the bid process, thus reducing the amount of time.

## R2P2 Parklets and Festival Street Elements/Monroe Street Façade Improvement/Highway 90 Corridor Beautification Initiative

- Staff has contacted several design and landscaping consultants to determine which could provide design and construction services to build the parklet. They have also requested assistance in identifying decorative elements that could be moved to serve as barricades during events. UF/IFAS was contacted to get recommendations on what types of low maintenance/high visual appeal plants could be used. Esposito's will provide an initial consultation for plants and installation. The City will make sure the infrastructure is in place to maintain whatever is chosen. Mark Tarmey and Joel Sampson will provide proposals. \$26,200 has been set aside for this project.
- \$50K budget - Staff conferred with Joel Sampson and Mark Tarmey to discuss concepts for façade improvements and beautification of the section of Monroe Street between Crawford St and Hwy 90. They will provide a scope of services for consideration. Mr. Hutley has begun moving forward on improvements to his building.
- Waiting on scope from the architect to come back on the Highway 90 corridor, specifically the Hungry Howies plaza. FYI the laundromat has closed. He will take Esposito's there to help decide what plants to use.

QCRA Administrative Assistant Position Update – Mr. Jazzman Simmons has been employed with the CRA approximately five months at \$13.00, averaging 60 hrs per pay period. The City Manager committed to allowing Mr. Simmons to work with the IT Department on a contractual basis to bring him up to full-time. Due to delays in getting a signed contract, Mr. Simmons has accepted a part-time position with another firm. He will continue to work with the QCRA on a part-time basis.

### **Board Member Comments**

**Member Candidate** – None

**Member Sapp** – Reminded the board that the next meeting is Thursday, February 4<sup>th</sup> @ 5:00pm., may not need a special meeting prior to that.

**Member Dowdell** - None

**Member Bass-Prieto** – None

**Chair Harris** – Concerned that at the end of the first quarter, 95% of the programs are in the preliminary stage. He is disappointed in the progress to date. The only active program is the roofing program at this point. Feels the manager has the needed support staff to move things forward. He also expressed concern about the manager's office hours which are 8:30am – 5:30pm, which he says is rarely the case. Does not want to draw projects out. Not a criticism or chastisement but would like to see more productivity. Also pointed out that the manager's contract did not include an expiration date, so this will need to be addressed at some point. Thanked the manager for the work that has been done as well as the manager.

**CRA Attorney Comments** – Concerned that money is being taken out of the CRA account without proper approval. Under the by-laws the manager should be signing off any time there is a requisition or when it goes over a certain amount it should be brought before the board for disbursement approval. This did not happen on the \$35K paid to Mr. Tarmey and on at least one other occasion. Would like authorization to send a reminder memo to the Finance Director and City Manager indicating what those amounts are and what approvals are needed. This will also avoid issues with the auditor.

**Manager Nixon** – Thanked the board for today's meeting as there was an opportunity to through a very long agenda. Reiterated to the board that he takes his job very seriously and

prides himself in carrying on in a professional manner. Will continue to do so as he works six days a week in most cases. Regarding office hours, Mr. Simmons generally is available for that but due to COVID it is scheduled but he can always be reached by phone. Since his heart surgery in 2018 he has also not taken any extended time off but he is extra careful. Because Mr. Simmons was back and forth between the office and City Hall and since there has been several cases in City Hall, the manager is concerned. He therefore sometimes works out of his other office. He monitors this and always gives 100%. In regards to the projects and having them teed up, funding was received December 9<sup>th</sup> which in his opinion is when the year begins. He will continue to work on making sure that the programs are teed up and he appreciates that the board is willing to help. In many cases items are pushed to a subsequent meeting because we couldn't finish the agenda due to the time constraints. The change in meeting date will also help facilitate moving forward. He assures the board he is doing all that he can to be responsive to the community. The Chair asked that any issues that need to be resolved with the building be forwarded to him so that he can take them up with the City Manager.

Motion to adjourn by Member Canidate, seconded by Member Sapp, motion carries 5-0.

**Meeting adjourns at 7:19pm.**