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**Call to Order**

Vice-Chair Sapp called the meeting to order at 5:06pm.

The Quincy Community Redevelopment Agency Regular Board met on Tuesday, December 8, 2020 with the following present at roll call: Member Candidate, Member Bass-Prieto, and Member Dowdell

Motion by Member Dowdell to excuse Chair Harris, seconded by Member Candidate, motion carries 4-0.

**Also in attendance:**

Manager Nixon, Attorney Brown, Admin Pam Tribue, Staff Simmons

**Approval of Agenda**

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

**Approval of Minutes from November 10, 2020**

*Motion by Member Bass-Prieto to accept the minutes from the November 10, 2020 meeting, seconded by Member Dowdell, motion carries 4-0.*

**CRA Finances**

Per the November 30, 2020 statement there was a beginning balance of \$138,604.78. There was one deposit/credit for \$60,426.50, ten checks/debits totaling \$6,301.48, service charge for \$0.00, interest paid in the amount of \$7.14, leaving an ending balance of \$192,736.94.

Manager Nixon provided the details of checks and debits. Deposits were from Dewberry Construction for \$55,426.50 which represented a check paid to them in error, and a check from Damfinos which is a reimbursement of grant funds they received but have since closed.

Finance Director Carty was present and provided a brief update as there are a couple of items that need to be addressed. The first is that the CRA would consider paying off the line of credit \$64,100. This was budgeted for and we need to avoid any additional finance charge. She is also going to ensure that the CRA receives from the City \$168,578 and \$2,177 both of which are the incremental tax assessment from the Property Appraiser's office. By the end of the week there should be approximately \$360K available in the CRA account. This would allow the CRA to pay off the balance on the line of credit.

Vice-Chair Sapp pointed out that in the previous meeting, the board authorized the payment of the line of credit. She told the manager to move forward with that payment considering the assurances from the Finance Director that TIF funds are being deposited and the CRA will have adequate funding to cover monthly expenses.

*Motion by Member Bass-Prieto to accept the financial report dated November 30, 2020, seconded by Member Dowdell, motion carries 4-0.*

### **QCRA Regular Board Meeting Date Change**

Currently the CRA regular board meets prior to the City Commission meeting on the second Tuesday of each month at 5:00pm. This limits the meeting to one hour maximum as the commission meeting starts at 6:00pm, which has resulted in the board rarely being able to consider the full agenda. The manager is asking for the board to consider moving the meeting day to the 1<sup>st</sup> Thursday of each month.

Discussion:

Vice Chair Sapp – Supports changing the date to allow for time to complete the agenda.

Member Bass-Prieto – Suggested the board consider scheduling it at 6pm to allow for those who work until 5pm. Thursday is fine with her. She anticipates a lot of work associated with the R2P2 projects as well as the need to have at least an hour and be able to finish agendas.

Attorney Brown has not checked his schedule but will make it work.

Member Dowdell is unsure of his availability due to work obligations.

Member Candidate is ok with a day change.

Vice Chair Sapp would like to get input from all members and at the present Chair Harris is not present. *Motion by Member Bass-Prieto to table this matter until there is full representation of members, seconded by Member Dowdell, motion passes 4-0.*

### **Consideration of New Advisory Board Member**

Member Bass-Prieto is recommending Mr. Jefferson Flores to replace Mr. Ron Green, who was recently elected to the Gadsden County Commission. Mr. Flores is qualified and has a long history of community service and activism. *Motion by Member Dowdell to accept Jefferson Flores to replace Ron Green as the advisory board member recommended by Member Bass-Prieto, seconded by Member Candidate, motion carries 4-0.*

**Note** from Vice Chair Sapp – Referred to the fact that Damfinos repaid the \$5,000 that was given to them as part of the grant. She wants to commend them as it is not every day that a business returns funds. Over the years many businesses have received funding, some on numerous occasions, she can't recall anyone returning any funds.

### **Chair Harris enters.**

Before turning over the gavel Vice Chair Sapp brought Chair Harris up to speed on the previous topic of regular board meeting date change. Chair Harris doesn't have a problem with adjusting and also shares the concern for not being able to finish agenda items. Motion by member Candidate to tentatively change the meeting date to the first Thursday of the month but not going into effect until February 2021 (this will allow Member Dowdell to time to request that day off from his employer), seconded by Chair Harris, motion carries 5-0.

The meeting was turned over to board Chair Harris.

### **Manager's Report**

#### **CRA Project Updates**

- GF & A Fence Replacement – The board decided that one of the projects it would undertake this year was replacing the fence on GF & A Drive. After review the board

chose a park bench style and requested quotes. Four companies were contacted and only one B & T Fencing responded with a quote of \$105,339.00 which is not within the budget. Staff is asking that he be allowed to continue to work on this item perhaps when supply costs are lowered. He will also talk to Mr. Bell to see if Public Works can put up the fence as well as remove it as well as look at other funding options.

- Energy Efficiency Program – Copies of applications were provided and a handout detailing applicant information and quotes from contractors.

Discussion:

- No applications were received from District 1 – Mr. Nixon and Mr. Simmons personally reached out to residents in this area.
- This program was not restricted to seniors as it had been in the past.
- Advertising was done in the Havana Herald, websites, social media, via word of mouth and shared with local non-profits. The Gadsden County Times was not used because of previous issues; they will be contacted in the future.
- Chair Harris encouraged the use of the City's direct mail option.
- \$100K is budgeted for this project and Chair Harris suggested moving some funds from the delayed Kelly Lot project.
- The estimates varied and sometimes showed a big difference between the less and most expensive.
- Attorney Brown pointed out that the board does not have to select the low bidder according to the City's purchasing guidelines.
- One applicant was removed because the property is heir property. The house is in terrible condition and a roof would possibly destroy the structure.
- Applicants are contacted every Friday and provided an update.
- Marvin Tribue is providing his expertise with pre-construction assessments and screening/working with the contractors.

The manager asked for an additional couple of weeks to look at other contractors to maybe get better pricing, time to identify other resources that homeowners may be able to use and at that time he will be able to provide a clearer picture of how to proceed.

After extensive discussion from the board, Attorney Brown offered the option of canceling this program and re-doing it/restructuring it amid the questions being asked. This would allow the board to add any guidelines/restrictions deemed necessary.

*Motion by Chair Harris to accept the bid from Chariot Construction for those properties that are ready and not needing further assessment/information, seconded by Member Candidate.*

Discussion:

Member Bass-Prieto asked if we accept these roofs with the income level they are at right now, if we change it would have to do a new program and refund it? It won't affect the next group if we set income levels? Chair Harris stated that he was going to success that we close this program as it was the CRAs oversight of not addressing the income when the program was established. Attorney Brown stated that would be his suggestion and that would not be a legal problem. Member Bass-Prieto pointed out that one of the biggest problems she has in her district is heir property and would like to look at some way to address this issue. Manager Nixon pointed out there were two houses where Chariot Construction was not the lowest bidder and that having two companies working simultaneously would speed up the process. Chair Harris is more comfortable with

Chariot Construction because of the recommendation from Mr. Tribue. The board wants to avoid the previous issue with delayed projects. Member Bass-Prieto concurred with having two contractors.

After discussion, Chair Harris withdrew his motion and Member Canidate withdrew her second.

*Motion by Member Sapp to table this discussion with the Energy Efficiency Program, Other Activities, Board Member comments, Attorney Comments and adjourn this meeting until the next regular board meeting, seconded by Member Dowdell, motion carries 5-0.*

Chair Harris granted a one minute recess before the start of the regular commission meeting.

**Meeting adjourns at 6:05pm.**