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### **Call to Order**

Chair Harris called the meeting to order at 5:00pm.

The Quincy Community Redevelopment Agency Regular Board met on Thursday, January 13, 2022 with following present at roll call: Member Dowdell, Member Canidate

*Motion by Member Dowdell to excuse Members Sapp and Bass-Prieto, seconded by Member Canidate, motion carries 3-0.*

### **Also in attendance:**

Manager Nixon, Attorney Brown, Advisory Board Chair Hannigon, Consultant Marvin Tribue, Admin Pam Tribue

### **Approval of Agenda**

*Motion by Member Dowdell to approve the agenda dated January 13, 2022, seconded by Member Canidate, motion carries 3-0.*

### **Approval of Minutes**

*Motion by Member Canidate to approve the minutes of December 2, 2021 as written, seconded by Member Dowdell, motion carries 3-0.*

### **Financial Report**

According to the Capital City Bank statement dated December 31, 2021 there was a beginning balance of \$113,139.23, one deposit for \$20,000, ten checks/withdrawals \$9,319.05, \$4.96 in interest payments, ending balance of \$123,825.14. The manager provided detail of checks and debits. This includes \$20,000 reimbursement from the City of Quincy for repairs done to the Bradwell House and payment to Dawn McMillan for the annual hosting fee for the website. *Motion by Member Dowdell to accept the financial report as presented, seconded by Member Canidate, motion carries 3-0.* The manager also pointed out that no TIF funds have been received from the City or County. Chair Harris directed Attorney Brown to move forward with sending a letter to the County, as funds were due on the 1<sup>st</sup> of January.

### **Energy Efficiency Program (roofs)**

Manager Nixon provided a list of applicants, their status, his recommendations and bids when provided. There were two instances where the owner is not the applicant and one property is not located in the district. Guidelines mandate that the owner reside in the residence and it is believed that the owner is in a nursing home. Attorney Brown suggests having a signed affidavit-indicating residency. The board will hold off on addressing this particular item until residency is verified.

The board discussed in detail the bids, criteria for awarding bids, sealed bids, etc. The need to upgrade the City's procurement policies was also discussed, as it would affect all bids over \$10,000. The manager and attorney will work with the City Manager/City attorney to amend the policy as necessary. In order to make sure all bidders are on the same page, the manager will contact them directly with specifics of what is needed and ask that they all provide quotes for metal and shingle roofs if there original quote does not include the option. Attorney Brown

indicated that the board is not obligated to pick the lowest bidder if there is a specific reason. Manager Nixon is requesting another meeting for next week to provide the responses from the contractors regarding their ability to offer metal vs shingle roofs. This will also be an opportunity to educate our homeowners as well on the value of each. The meeting will be Friday, January 21<sup>st</sup> at 5:00pm.

#### **CRA Attorney Comments**

- He will be unable to attend next Friday's meeting due to a previous obligation but will have his partner sit in.
- Thanked the board for allowing him to handle the details regarding the Bradwell house. It is not over but it didn't drag us back into the mix; having one person deal with them was for the best.

#### **Board Member Comments**

**Member Candidate** – None

**Member Dowdell** – None

**Chair Harris** – Asked for an update on the grant. Manager Nixon indicated there is a new dedicated person from DEO. He has drafted a delegation of authority for the Chair's signature and will provide a timeline at the next regular meeting.

Manager Nixon mentioned an event sponsored by Main Street with Tallahassee Nights Live as the entertainment. Member Candidate expressed concern about the large crowd to be expected with TNL, not sure if this was the right venue. Chair Harris asked if this had been brought before the Commission. Feels that the CRA board should approve use of the park, which is owned by the CRA. There was also mention of this being a part of QuincyFest. The manager will reach out to the City and MainStreet for clarification and additional information. It is the consensus of the board that this location may not be suitable for TNL because of their huge following.

Advisory Chair Hannigon backtracked to the roofing bids, asked if they are individual bids or a group bid? The awards will be given on an individual basis. She also asked how the board will handle replacing Dr. Nash as the compliance person on the grant considering her recent appointment as Interim City Manager. Manager Nixon advised that Dr. Nash withdrew as consultant for the grant and he is working on other options.

*Motion to adjourn by Member Candidate, seconded by Member Dowdell, motion carries 3-0.*

**Meeting adjourns at 6:10pm.**