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**Call to Order**

Chair Dowdell called the meeting to order at 5:05pm.

The Quincy Community Redevelopment Agency Meeting of the Regular Board met on Tuesday, October 11, 2022, with the following present at roll call: Member Bass-Prieto, Member Canidate, Member Sapp

**Also in attendance:**

Manager Nixon, Attorney Brown, Admin Pam Tribue

**Approval of Agenda**

*Motion by Member Sapp to approve the agenda for the October 11, 2022 board meeting, seconded by Member Bass-Prieto, motion carries 4-0.*

**Approval of Minutes**

*Motion by Member Bass-Prieto to approve the September 6, 2022 Regular Board Meeting minutes, seconded by Member Sapp, motion carries 4-0.*

*Motion by Member Sapp to approve the September 22, 2022 Regular Board Meeting minutes, seconded by Member Bass-Prieto, motion carries 4-0.*

*Motion by Member Bass-Prieto to approve the September 29, 2022 Special Board Meeting minutes, with the correction noted by Attorney Brown to exclude the comments under his section as they were a part of the minutes from September 22, 2022, seconded by Member Sapp, motion carries 4-0.*

**Financial Update**

As of the September 30, 2022 statement there was a beginning balance of \$370,594.61. There were no deposits/credits, six checks/debits \$10,667.08, service charge for \$0.00, interest paid in the amount of \$31.64, leaving an ending balance of \$359,959.17. Manager Nixon provided details of checks/debits.

**Discussion:**

While discussing payment to the contractor for work done on the Monroe Street Redevelopment Project, the manager explained that property owners were asked to post "No Trespassing Signs". Member Bass-Prieto asked if there are signs restricting large trucks from traveling on Crawford and other side streets causing damage. The manager will check but does not recall seeing any.

*Motion by Member Sapp to accept the financial statement of September 30, 2022, seconded by Member Bass-Prieto, motion carries 4-0.*

**CRA Manager Report**

Coordinator Position

Manager Nixon provided a draft job description for the newly created position of Coordinator. Although the Manager would still be responsible for the overall program, the Coordinator will be a high functioning position. Responsibilities will include but not be limited to marketing of properties, promoting/disseminates information, providing market assessments, assisting with development of capital projects. This is why the minimum salary of \$45,000 is recommended. A

bachelor's degree with two-years experience is preferred or a master's degree. Chair Dowdell is hesitant to create a new position in the CRA and City at this time.

*Motion by Member Bass-Prieto to table this item, seconded by Member Sapp, motion carries 4-0.*

#### Housing Program for Extremely Distressed Homes

The manager will provide this information to contractors for quotes and bring back to the board for approval. Member Bass-Prieto confirmed that the funds had been incumbered as well as the \$7,000 that was left over. Member Canidate asked what kind of repairs it will be.

- House on Love St needs a roof, ceiling and floor repair
- House on Ash St needs roof repair, ceiling and flooring
- House on West Street needs at least a roof and will wait on input from contractor as to what else is needed

The goal is to provide a better quality of life for the residents whether that is with a roof, weatherization, etc. These homes are pretty bad but considered salvageable.

#### Small Business Grant Application

In the 2021-22 budget the board established a small business assistance program to support the continued operations of eligible small businesses. Six small businesses have been funded and staff is presenting an additional request from Mrs. Shinika Wood for \$6,700.

Recap:

- The fume hood is a fixed piece of equipment.
- The manager verified it's the appropriate size for the building, which is a house, it exhausts outside of the building.
- Manager will double check with owner it meets with their approval, they are definitely aware Mrs. Wood is using the facility as a restaurant and she has applied for a business license and will undergo the appropriate inspection(s).
- It was suggested to add a stipulation that the property owner complete the application.

Manager Nixon will bring this item back since he failed to provide supporting documentation.

#### **CRA Attorney Comments**

Based on the direction given to him at the last meeting, Attorney Brown provided a draft agreement with the CRA Manager for review, with the intent of discussing in detail at the next meeting.

Highlight of changes:

- Section IV – the CRA Manager would not be eligible for benefits as he would receive them in his role of City Manager.
- Page 3 or 9 – “The employee will receive a salary on an annualized basis of \$0 above his pay for serving as the City of Quincy Florida’s City Manager pursuant to employee’s request to continue to serve ..... to oversee the completion of the activities set forth in the Hometown Revitalization grant.”
- To add consideration on part of the CRA the attorney added: The QCRA has agreed to hire a QCRA Coordinator to assist the manager in carrying out the activities of the QCRA as a condition of the Employee serving as the QCRA manager without pay above and beyond his pay as the Manager of the City of Quincy. He noted that a contract can be voided if no consideration is given on both parts.
- Section VIII refers to the number of hours to be worked. The Employee is expected to work forty hours per week, inclusive of his time serving as the Manager of the City of Quincy.

- Section X – last paragraph “The QCRA Manager may carry out his duties directly or by delegating certain duties to the QCRA Coordinator although he shall remain responsible for completion of his duties.”

Member Sapp asked the board to consider a special meeting to discuss this matter as she will not be in attendance at the next regular meeting in November.

**Board Member Comments**

**Member Bass-Prieto** – None

**Member Candidate** – None

**Member Sapp** – Asked if Stacey Hannigon is still able to serve as Advisory Board Chair seeing that she took the position of Human Resource Director with the City of Quincy. Manager Nixon indicated that the board would be holding elections at their next meeting and will be taking a look at active members and the need to possibly make changes. There are several long-time members.

**Chair Dowdell** – None

*Motion to adjourn by Member Sapp, seconded by Member Bass-Prieto, motion carries 4-0.*

**Meeting adjourns at 5:41pm.**