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### **Call to Order**

Chair Bass-Prieto called the meeting to order at 5:05pm.

The Quincy Community Redevelopment Agency Meeting of the Regular Board met on Tuesday, February 1, 2024, with the following present at roll call: Member Nash, Member Wood and Member Sapp

### **Also in attendance:**

Manager Nixon, Admin Pam Tribue

*Motion by Member Sapp to excuse Member Harris, seconded by Member Nash, motion carries 4-0.*

### **Approval of Agenda**

*Motion by Member Sapp to approve the agenda as printed for the February 1, 2024 board meeting, seconded by Member Nash, motion carries 4-0.*

### **Approval of Minutes**

*Motion by Member Sapp to approve the minutes of the November 7, 2023 meeting, seconded by Member Wood, motion carries 4-0.*

### **Financial Report**

As of the December 29, 2023 statement there was a beginning balance of \$695,004.61. There was one deposit/credit \$599,245.32, six checks/debits for \$26,775.67, service charge for \$0.00, interest paid in the amount of \$0.00, leaving an ending balance of \$1,267,474.26.

Manager Nixon indicated the deposit was from County TIF dollars and provided details of payments including payment to Quincy MainStreet, Brown & Brown Attorneys and the City of Quincy per the interlocal agreement.

*Motion by Member Sapp to approve the financial statement as provided, seconded by Member Wood, motion carries 4-0.*

### **CRA Manager Report - Projects**

Home Repair Matching Grant Program draft – Per the board’s direction the Manager brought back a draft of a modification of a previous program. This program is a home repair program with a match. There would be a \$10,000 maximum, \$5,000 from the CRA and \$5,000 from the property owner. Any amount above \$10,000 would be the responsibility of the homeowner. Eligibility requirements were reviewed and the floor opened to discussion by the board as well as a list of eligible repairs.

- Member Nash mentioned she has received inquiries from seniors regarding tub/shower conversions. It was agreed this is a necessary item as more seniors are living alone.
- Member Sapp suggested that wheelchair ramps be included in eligible repairs and asked that the board consider reducing the scope of items covered.
- Member Nash asked who would be responsible for the quality and timeliness of the work. Attorney Brown responded the homeowners would be responsible in dealing with the contractors to minimize the CRA’s liability. Manager Nixon also pointed out that the board would continue pre and post inspections, currently done by Marvin Tribue. This has allowed the board to get an idea of repairs needed and an estimate of the associated cost.

- Manager Nixon asked if it could be an option that the homeowner be allowed to select a licensed contractor? This would be acceptable as long as they are licensed and insured.
- There was also a discussion on overruns. Attorney Brown asked to include stipulations in the contract regarding getting approval from property owners for overages greater than 10% and/or above the \$10,000.
- Contractors will be required to provide homeowners and the CRA with information regarding any warranties when appropriate.
- Chair Bass-Prieto suggested adding that property owners be current on their property taxes.

Note: On the cover page of the draft of the Home Repair Matching Grant Program, was a picture of the CRA map. Manager Nixon explained this is an outdated map of poor quality but that he would provide the board with a more current map. Member Nash wants a clear definition of the boundaries for her district.

Community member Regina Davis asked for clarification regarding general contractor vs. licensed contractor. Is there a requirement for homeowners' insurance? Manager Nixon did not include a requirement for homeowners' insurance and all workers would have to be licensed and insured with workers comp coverage. Even for smaller jobs that may utilize Home Improvement stores, the persons/entities they retain are licensed and insured.

- Member Wood asked about transparency in the selection process. There is an ongoing list of first come, first qualified; applications are changed yearly to avoid use of prior applications. She also asked if we rely on applicants to self-report if funds were previously received? The manager does his due diligence to ensure the information provided is accurate.
- The board agreed that preference would be given to those who have not received funding within the previous five years from the CRA or other entities.
- Member Sapp encouraged the manager to continue referring citizens to other options when necessary.

Manager Nixon and Attorney Brown will take the input from today's meeting and create a draft application for this program to be reviewed at the next meeting.

Small Business Assistance Program – This is a revised version of the Small Business Assistance grant previously done by the CRA. It was a successful program and has created momentum in the community/CRA District and this is an effort to continue supporting that. Manager Nixon reviewed the eligibility requirements and eligible uses.

The board was asked to review the information provided and be prepared at the next meeting to offer thoughts/recommendations.

In attendance was new local business owner, Veronica Ashley, who was allowed to share. Veronica was born and raised in Midway, left for several years and has now returned to Quincy and opened a Specialty Bakery business with a focus on allergies, with certified gluten free items. She sees this as an opportunity to not only pay taxes and utilize utilities but more importantly to address health concerns associated with various allergies (nuts, milk, etc.) and even diabetes. Grand opening is scheduled for March 2<sup>nd</sup> and they are located across from Capital City Bank in the building previously occupied by Kavannah Cakes.

Due to the lateness of the hour and the need to start the next scheduled meeting, there was a *motion by Member Nash to table the remaining items until the next CRA meeting, seconded by Member Wood, motion carries 4-0. Motion to adjourn by Member Sapp, seconded by Member Wood, motion carries 4-0.*

**Meeting adjourns at 6:00pm.**