

### **Call to Order**

Chair Bass-Prieto called the meeting to order at 5:00pm.

The Quincy Community Redevelopment Agency Meeting of the Regular Board met on Tuesday, March 26, 2024, with the following present at roll call: Member Dr. Nash, Member Dr. Wood, and Member Sapp.

### **Also in attendance:**

Manager Nixon, Attorney Brown, Admin Pam Tribue

*Motion by Member Sapp to excuse Member Harris until his arrival, seconded by Member Dr. Wood, motion carries 4-0.*

### **Approval of Agenda**

*Motion by Member Dr. Wood to approve the agenda as printed for the March 26, 2024 board meeting, seconded by Member Sapp, motion carries 4-0.*

### **Approval of Minutes**

*Motion by Member Dr. Nash to approve the minutes of the February 22, 2024, meeting with any corrections should there be any, seconded by Member Sapp, motion carries 4-0.*

### **Financial Update**

As of the December 29, 2023 statement there was a beginning balance of \$695,004.61. There was one deposits/credits of \$599,245.32, six checks/debits \$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 the County's TIF deposit and provided details for checks/debits.

As of the February 29, 2024 statement there was a beginning balance of \$1,244,658.35. There were no deposits/credits, four checks/debits \$2,063.14, service charge for \$0.00, interest paid in the amount of \$0.00, leaving an ending balance of \$1,242,595.21.

Manager Nixon reviewed checks/debits made during this period.

Chair Bass-Prieto inquired about missing check numbers when reviewing statements. Wants to make sure all checks are accounted for.

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

### **CRA Projects**

#### Home Repair Matching Grant Program Application

There was discussion by the board regarding the draft provided by the manager. The application was provided at the last meeting and Member Dr. Nash asked if the board could receive it for final review prior to it being made available to the public.

The was discussion on the income levels and percentage of match.

*Motion by Member Sapp to accept the draft of the Home Repair Matching Grant Program as outlined with the following changes highlighted in red:*

- Pg. i.e. – Home Repair Matching Grant Program Description - third paragraph will read:  
The program is only available to residents of Quincy..... i.e. the Gadsden County SHIP, **Rebuild Florida**.
- Pg. 2 – Homeowner Eligibility Requirements – fifth bullet will read:  
City Commissioners, CRA Board members, Quincy CRA employees and all employees, official or agent of the City **who exercises any policy or program decision-making in connection with the program** are ineligible for assistance under the Program.
- Pg. 2 – Homeowner Eligibility Requirements – sixth bullet will read:  
Priority will be given to Applicants who have not previously participated in any CRA or City Home repair, roof replacement, rehabilitation, or reconstruction program **within the last five years**.
- Pg.3 – Property Eligibility Requirements – third bullet will read:  
The property must be in need of repairs designated as eligible improvements under the Home Repair Matching Grant Program as determined by the CRA in its sole determination **as provided by a professional inspector**.

*Second by Member Dr. Wood. Member Harris enters* and is brought up to speed on the changes to the draft and the motion that is on the floor. Member Harris expressed concern that City employees would not be eligible, felt this was unfair punishing employees who may be in need, especially those with low salaries. Agrees that policymakers should not be eligible.

*Motion carries 4 -1* (Member Harris voting against the motion).

Manager Nixon pointed out the need to address the possibility that an employee resides at a property but is not the owner. Member Harris further explained that this could be seen as discrimination against City employees because the CRA is a separate entity from the City. There was a concern by the board of the perception of favoritism being showed to employees. Attorney Brown will look into this issue further to address the possible scenarios.

#### Small Business Assistance Program

Manager Nixon provided a draft of the Small Business Assistance Program, this will be for businesses in the CRA District and that are brick and mortars. Reviewed the eligibility requirements, eligible uses and selection criteria. First qualified, first served, up to \$10,000.

Member Sapp thanked the manager for providing this information and pointed out that small businesses play a crucial role in economic development. Would like to add to the “Eligibility Requirements” eliminating those businesses that received funds within the past 5 years excluding funds received during COVID.

Member Dr. Nash asked that for #9 under Eligibility Requirements, that applicants indicate what funds received were used for. Also, under “Purpose”, she asked if there was an end date for accepting application. Applications are accepted until the funds run out; a running tally of costs is kept. to have a good idea of funds spent and available. When asked about the agreement (if any) between the building owner and the lesser, the manager explained that the owner has to sign off giving permission of renter/lease to make any alterations to the building. There is also a guideline that indicates that a business receiving funds would have to remain in business for at least 90 days otherwise refund the funds they were given. This will be included in the agreement they sign prior to receiving funding.

Member Harris is concerned about those businesses who received “COVID” funds being ineligible because it was within the past five years. Those funds served a different purpose from that of previous funds and current funds.,

Member Dr. Wood wants to make sure there is oversight of all programs, making sure the funds use is verified, and that licensed contractors are performing the work.

Chair Bass-Prieto would like to see a current utility and property tax added as well. She would also like to increase the 90-days increased to 120 or 180 days, something more commensurate with the amount of funds they are eligible for. In the consideration of time, the chair asked for a motion to table remainder of agenda.

*Motion by Member Sapp to table discussion on this item and the remaining agenda items until the next meeting, seconded by Member Dr. Nash, motion carries 5-0.*

The board agreed to hold their next meeting on Thursday, March 28, 2024 at 5:30pm.

*Motion by Member Sapp to adjourn, seconded by Member Dr. Wood, motion carries 5-0.*

**Meeting adjourns at 6:03pm.**