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**Call to Order**

Chair Bass-Prieto called the meeting to order at 5:46pm.

The Quincy Community Redevelopment Agency Meeting of the Regular Board met on Thursday, May 2, 2024, with the following present at roll call: Member Dr. Wood, Member Sapp, and Member Harris.

Member Dr. Nash joined the meeting via the telephone.

**Also in attendance:**

Manager Nixon, Attorney Brown, Admin Pam Tribue

**Approval of the Agenda**

*Motion by Member Harris to approve the agenda with an amendment to add Big Bend CDC presentation under CRA Projects, seconded by Member Dr. Wood, motion carried 4-0.*

**Approval of the Minutes**

*Motion by Member Harris to approve the minutes from the April 9, 2024 meeting with any necessary corrections should there be any, seconded by Member Dr. Wood, motion carried 4-0.*

**CRA Projects**

Big Bend CDC

Regina Davis, Executive Director of the Big Bend CDC provided a brief recap of the loan request. In their letter of March 1<sup>st</sup>, the CDC asked for a loan to purchase the old Helig Meyers building, in the amount of \$175,000. She explained that because there are liens on the property, the CDC can not go through conventional means to secure funding and until the building is brought up to code she assumes the liens would not be considered for forgiveness by the City.

Manager Nixon shared that if the board is interested in moving forward with this project, that it could look at it as a pilot, creating a process that can be used for micro-loans in the future. This is larger than the typical micro-loan as it is a much larger project.

There was discussion on the building/property value, condition of the property and future uses.

Member Harris asked the terms of the loan would be and the future use would be. Ms. Davis explained that the terms are negotiable, and the intent is to have housing upstairs and a museum downstairs as well as a community room/event space.

Member Sapp asked how the CRA could/would guarantee that the project is completed.

Member Harris would rather the City foreclose on the property and that a program be established first before a project is considered.

Ms. Davis repeated that this is a loan proposal not a grant, if the loan is not repaid, the property would be foreclosed on and returned to the City.

Manager Nixon recommends that this be forwarded to the City to start the foreclosure process and in the meantime the CRA board work on a program to address loans.

Member Sapp asked for Attorney Brown's opinion. Attorney Brown recommends having a program in place first before taking on a project.

Ms. Davis asked what would happen to the funds, currently budgeted for the purchase of the Helig Meyers building, if the City foreclosed on the property. The manager explained that any unused funds would have to be reallocated by the board.

#### Home Repair Matching Grant Program

Manager Nixon provided a list of all the applicants received to date that are the most complete. These and others may need additional information before being considered complete. Staff will now review and verify all are within the CRA District and have met all the requirements of the grant. First received, first completed is the standard used for selection.

#### Small Business Assistance Program

A list of all applications received was provided. Staff will have a condensed list for the next regular meeting. Applications will be reviewed to ensure they meet all grant requirements. This list is also in the order of receipt.

#### CRA Advisory Board members appointment

The Quincy CRA is supported by an advisory board comprised of community stakeholders. Each board member may select one advisory member and the Manager presents two at-large members. Manager Nixon provided a list of previous members and I list of recommended members, based on input from the regular board members. It was noted that the City Commission would need to approve the recommended list of appointees. This will be on the next City Commission agenda for approval.

Member Harris pointed out that appointees should be from each District, the list provided does not have an appointee from District 5 that resides in the district. There was further discussion and a review of the by-laws.

*Motion by Member Harris that each board member recommends a member from their district, seconded by Member Sapp, motion carried 4-0.*

#### CRA Manager Position Announcement

The CRA requires a manager to coordinate day-to-day activities and lead redevelopment efforts in the District. Staff previously provided drafts of the job description and has not received any further comments from the Board. Requesting authorization to submit the job description and a job announcement to the Human Resources Department for immediate advertising. They will coordinate the search, application collection and interview preparation.

Motion by Member Dr. Wood to authorize staff to advertise the CRA Manager position as presented in the job description, seconded by Member Sapp, motion carried 4-0.

#### **Comments from Audience**

None

#### **CRA Attorney Comments**

None

**CRA Board Member Comments**

*Member Harris – None*

*Member Dr. Wood – None*

*Member Sapp – None*

*Chair Bass-Prieto – None*

*Motion to adjourn by Member Dr. Wood, seconded by Member Sapp, motion carried 4-0.*

**Meeting adjourns at 6:34 pm.**