
Call to Order

Vice-Chairperson Stephens called the meeting to order at 6:05 pm.

The Quincy Community Redevelopment Agency Regular Board met Tuesday, December 2, 2025, with the following other members present at roll call: Member Dr. Wood, Member Harris, and Chairperson Dr. Nash (via zoom).

Motion by Member Dr. Wood to excuse Member Knight until his arrival, seconded by Member Harris, motion carries 3-0.

Chairperson Dr. Nash stated that Attorney Brown is running late due to traffic.

Also in attendance:

Interim CRA Manager Davis, Attorney Brown, Transcriptionist Pam Tribue

Approval of Agenda

Motion by Member Dr. Wood to approve the agenda, seconded by Member Harris, motion carried 3-0.

Approval of Minutes

Member Dr. Wood pointed a correction needed on the October 20th minutes. Add Dr. **Nash** to pg. 1, under section "Items for Discussion".

Motion by Member Harris to approve the minutes of the October 14th and October 20th meetings with correction as noted, seconded by Member Dr. Wood, motion carried 3-0.

Old Business:

The board agreed to hold items i. – v. under Old Business until Attorney Brown's arrival.

Small Business Assistance Program

Manager Davis reminded the board that the closing date for applications has passed. There were 21 applications received and she anticipates 10 to be within the guidelines for approval once additional information is received. One was a religious facility and three were the same entity. Suggests that if funds are left over the program is reopened. Based on previous direction from the board, she has contacted the applicants to let them know what is needed. She had questions about some of the other specifics, i.e., permission from the landlord, their utility bills, etc. Will meet with Attorney Brown to find out what he recommends as a legal document that needs to be signed by the applicant.

Attorney Brown joins the meeting.

FDLE Subpoena

The manager stated she has responded to the subpoena and all documents found have been picked up by a representative from FDLE. She or the attorney will follow up with them to check the status of the investigation.

Hometown Revitalization Grant

Manager Davis shared the update provided by Director Ash via email on November 19, 2025:

- The design is complete.
- Environmental review is complete.
- FDOT permit is complete.
- Draft contract is complete.
- Procurement process
 - Bid opening is scheduled for December 1st.
 - Addendum 1 was sent out November answering all contractors questions.
 - Eighteen (18) contractors requested the bid documents.

Member Harris asked for a workshop to go over the design. He does not recall giving the final approval from this board or the City Commission. Manager Davis asked who (the City or CRA) is the lead on the project. Member Dr. Wood recalls a presentation from Dewberry being made to the City Commission.

Member Knight joins the meeting.

Member Stephens wants the design to come back to the board and possibly re-bid.

Attorney Browns feels the CRA should head the project as they own the property and are paying for changes. He also recalls the board approved the design a few years ago and the delay came when contamination was found on the site.

Member Stephens suggests a special meeting including Dewberry Engineering and architect Joel Sampson to discuss the grant.

Member Harris feels the CRA should have input and does not recall the final rendering.

The manager will reach out to both parties and schedule a special meeting.

Motion by Member Stephens to have the manager contact Dewberry asking them to pause the project and schedule a meeting, seconded by Member Harris, motion carried 4-0.

Dewberry and the architect will be asked to forward the information to the board prior to the meeting to allow ample time to review.

The board returned to the items previously put on hold.

Amended Bylaws

Attorney presented a hard copy of the amended bylaws with the changes previously discussed.

Section 6.2 Special Meetings: Special meetings may also be called if the CRA Manager or attorney receives a request for a special meeting from three members at least eight days before the date of the special meeting.

Section 6.4 Notice: Notice of regular meetings, special meetings and workshop meetings shall be posted to the CRA website at least seven days before the respective meeting.

Section 6.7.3 Agenda: A copy of the agenda and all supporting data shall be provided to the board and the CRA attorney at least three days prior to the regular meeting, special meeting, and workshop meetings. *Attorney Brown indicated this is up to the board.*****

Member Dr. Wood questioned having a separate audit.

Motion by Member Harris to approve the amended bylaws, seconded by Member Dr. Wood, motion carried 4-0.

Draft Resolution Extending CRA Time Period

Attorney Brown indicated he needed additional time to complete this task and should have it by the January 2026 meeting.

Summary of Steps to expand CRA District

Attorney Brown indicated he needed additional time to complete this task and should have it by the January 2026 meeting.

Attorney Contract Signing as Previously Approved

The attorney provided the revised contract with the 3-year agreement. Noted that section 7. Clerk of CRA was added per statute. Names the City of Quincy clerk as the clerk for the CRA as well.

Chairperson Dr. Nash stated the board needs to do evaluations for the attorney and other staff.

Member Dr. Wood stated that the contract will be used to design an evaluation tool to include the attorney and the manager.

Attorney Brown indicated that language regarding an evaluation is not included in the contract but that does not restrict the board from doing so. It was included in the previous manager's contract.

Motion by Member Harris to approve the contract as presented, seconded by Member Knight, motion carried 4-0.

Housing Assistance Program

- Field Inspector Contract Approval: The manager provided the list of the 26 applicants who have been vetted and approved.

After discussion, motion by Member Stephens to approve the contract with a correction in the numbering, seconded by Member Harris, motion carried 4-0.

- Master Contract for Home Repair: Manager Davis did not have a copy of this document; this was tabled for January meeting. Attorney to forward copy of master contract.

New Business

Florida Commerce Non-compliance Letter

Former Manager Nixon received a letter from Florida Commerce in September 2025 stating that the Auditor General has received notification that the CRA failed to file a Financial Audit for FY 2023-2024. Finance Director Daniels stated that we are on schedule to meet the January 15, 2026 deadline. She has also completed the necessary paperwork to update the information they have on file.

Advisory Board Reappointments and Resignation

The reappointment of Judy Ware as the advisory board representative for District 3 has been done. At-large Member Tammy Elmore has submitted her resignation from the board and Manager Davis is interested in appointing a youth, asking for recommendations.

Financial Report (9.30.2025 & 10/30.2025)

According to the September 2025 statement the beginning balance of \$2,510,216.13. There was one deposit in the amount of \$32,000.00 and eight checks/deposits in the amount of \$38,520.42. There was interest paid in the amount of \$0.00 which left a balance of \$2,503,695.71.

Member Dr. Wood asked for the supporting documentation for payments to Dewberry Engineering. The Finance Director will provide copies of such documents from the past and in the future.

Member Harris asked what the process is before payment is issued.

After discussion, ***motion by Member Harris to approve the September 30, 2025 finance report, seconded by Member Knight, motion carried 4-0.***

According to the October 2025 statement the beginning balance was \$2,503,695.71. There were two deposits in the amount of \$220,647.00 (reimbursement for payments to Dewberry Engineering) and twenty-one checks/debits in the amount of \$259,726.47. There was interest paid in the amount of \$0.00 which left a balance of \$2,464,616.24.

The manager pointed out that the check for \$24K to ESouth Technologies is for the cameras previously approved for cameras in the District. Police Chief Hill thanked the board; the cameras are in-route and will be installed by Public Works.

Manager Davis reminded the board that checks over \$10K need board approval. Should the CRA board still approve?

Attorney Brown stated that since funds are being taken from the Trust account, he suggests the CRA manager review and approve expenditures and the board be made aware of the specifics of those transactions.

Motion by Member Stephens to approve the October 30, 2025 finance report, seconded by Member Harris, motion carried 4-0.

Member Harris would like the CRA Manager and the Finance Director to devise a system wherein the manager reviews and signs off on all funds coming out of CRA funds.

Finance Director Daniels indicated there is an exception to the \$10K approval as Dewberry is the contractor on record for a task that was pre-approved.

Attorney Brown feels that the CRA still needs to sign off on all expenditures from the Trust account. He further recommends the CRA review/approve the overall contract.

Note: The January meeting to include the contract with Dewberry and the plan from the CRA Manager and Finance Director.

Budget Amendment

This request is to transfer funds from Contingency to designated line items and to reallocate specific expenditures to Professional Services to better align with current operational priorities and project needs.

Motion by Member Harris to approve the budget amendment, seconded by Member Knight, motion carried 4-0.

Request for R.D. Edwards Building

Chief Hill is requesting the CRA provide funding for the acquisition and installation of a commercial grade emergency generator at the historic RD Edwards building that houses the Quincy Police Department. Two bids were provided.

Member Dr. Wood asked what the overall condition of the building is.

Member Knight asked if the Police Department were to relocate if the generator was mobile.

Attorney Brown and Member Harris expressed concern over the age of the building.

There was a discussion as to whether this was an allowable expenditure. Attorney Brown discussed the statute and believes it is okay to move forward but will check for case law and bring back his findings in January.

Motion by Member Stephens to bring this item back for January meeting with a budget amendment if needed, pending research by Attorney Brown, seconded by Member Harris, motion carried 4-0.

Constraints Regarding Submission of Proposal for Brownfield Funding

Manager Davis shared a memorandum advising the board of several challenges that have recently arisen regarding the CRA's ability to submit proposals for external funding (Brownfield and other state and federal opportunities).

Two areas of concern include the FDLE/State Attorney investigation and the fact that the City and CRA have not completed their audits. It is because of these circumstances the intended plan to submit an EPA Brownfield Multi-purpose Grant proposal is no longer a viable option.

Because the CRA will not be applying for this grant, the Big Bend Community Development Corporation (BBCDC) will more than likely be making application. As previously stated, Manager Davis serves without compensation as a board member and Executive Director for the BBCDC.

Discussion Items

Joint Workshop Dates

- Sunshine Law/Introduction to Municipal Bonds – December 10, 2025
- CRA-City owned Properties Program – March 12, 2026
- Youth Programs – placed on hold
Member Harris asked if the board can attempt to get at least one program off the ground by summer. Member Davis indicated yes and will discuss it further in February.
- 2026 Joint Workshops (3/12, 6/11, 9/10 and 12/10)

Member Dr. Wood asked about the memo regarding reallocation of City Reserve Funds.

Finance Director Daniels explained that the funds for the smart grid were bonded funds not City Reserve Funds.

Audience Comments

Ebony Brown asked for clarification on what is needed to complete her application for small business grant. Considering the condition of the RD Edwards building she suggested the building next door to Hardee's as an option.

CRA Manager Comments – None

CRA Attorney Comments – None

Transcriptionist Comments – None

Board Members' Comments

Member Harris – Expressed thanks to Ms. Davis for moving projects forward at board direction. Reiterated the importance of youth programs. Regarding the FDLE investigation, he sees the only problem regarding transparency, clarity, and use of funds. Everything he saw was signed by the former manager and Finance Director. He is confident the board hasn't done anything wrong.

Member Dr. Wood

- Thanked Ms. Davis for hitting the ground running, got quite a bit done, appreciates her leadership.
- Concerned about investigation and looks forward to their findings. This process is tying their hands.
- Spoke to the auditor. Need to tie up some loose ends. Need a timeline for CRA and City. Important to have current financial information. Looking forward to discussion regarding infrastructure.

Member Knight – Feels a renewed sense of hope for the CRA. Expressed thanks to Ms. Davis and is looking forward to 2026.

Chairperson Dr. Nash – None

Member Stephens

- Ditto on youth program (landscaping).
- Don't forget about Gadsden Technician as a potential partnership.
- Thanks to Ms. Davis.

Motion to adjourn by Member Harris, seconded by Member Dr. Wood, motion carries 4-0.

Meeting adjourns at 8:26 pm.