
Call to Order

Chairperson Dr. Nash called the meeting to order at 6:04pm.

The Quincy Community Redevelopment Agency Regular Board met Tuesday, January 6, 2026, with the following other members present at roll call: Member Dr. Wood, Member Knight, and Member Stephens.

Also in attendance:

Interim CRA Manager Davis, Attorney Brown, Transcriptionist Pam Tribue

Approval of Agenda

Chairperson Dr. Nash asked that "Termination of the CRA Attorney" be added to the agenda. ***Motion by Member Stephens to approve the agenda as amended, seconded by Member Dr. Wood, motion carried 4-0.***

Member Harris joins the meeting.

Approval of Minutes

Member Dr. Wood pointed out a correction on the November 12th minutes, under section Purpose of Workshop, last word in first line should be where not were. ***Motion by Member Dr. Wood to approve the minutes from November 4th, November 12th with correction as noted, and December 2nd, seconded by Member Harris, motion carried 5-0.***

Old Business:

Financial Report

As of the November 30, 2025 statement, the beginning balance was \$2,464,616.24. There were zero deposits and five checks/debits in the amount \$11,969.16; there was interest paid in the amount of \$0.00, leaving an ending balance of \$2,452,647.08. ***Motion by Member Stephens to approve the finance report, seconded by Member Dr. Wood, motion carried 5-0.***

Draft Resolution Extending CRA Time Period

Attorney Brown explained the specifics related to the resolution for extending the duration of the CRA. The County only needs to be notified; they do not need to approve. As it stands, the Quincy CRA will terminate on September 30, 2039, which reflects the modification that occurred in 2004. The goal is to extend the termination to 2050. Extending the CRA's duration to 2050 is a relatively straightforward process, beginning with a CRA resolution and followed by a city ordinance.

A separate statute requires the non-creating taxing authority (County) to pay for 30 years from the CRA's creation or last modification. This raised the question as to whether the County would be obligated to pay beyond the original 30 years.

Motion by Member Stephens to bring the resolution back to be voted on at the next meeting, seconded by Member Harris, motion carried 5-0.

Summary of Steps to Expand CRA District

Attorney Brown presented the steps needed for extending the district:

- Step 1: The CRA board must recommend the expansion to the governing authority (the City of Quincy).

- Step 2: A study must be conducted to evaluate the proposed area and determine if “slum or blight” exists.
- Step 3: If slum or blight is found, the City of Quincy holds a public hearing to make official findings of fact.
- Step 4: The other taxing authority (Gadsden County) must be notified of the proposed modification. The County has 30 days to communicate any competing interests regarding incremental revenue.
- Step 5: If the City and County cannot agree, a joint meeting is held. If still unresolved, an alternative dispute mechanism from Florida Chapter 166.04 can be used, but it is not mandatory.
- Step 6: The governing body (City of Quincy) must adopt a resolution to expand the CRA.

Expanding the district is viewed as more complex, with a key dependency on the outcome of the “slum and blight” study. If the study does not find that the proposed expansion area meets the criteria, the process would be stalled. The process requires notifying other taxing authorities (the County) and providing public notice. A 15-day public notice period is required before the governing body can adopt the resolution. It is emphasized that the evaluation must be based on data and evidence, not just a resolution from the board declaring an area as blighted.

The board authorized the CRA Manager to research the initial steps for a CRA district expansion study. ***Motion by Member Stephens to have the CRA Manager bring back the initial steps needed to consider expansion at the next meeting as well as determine what is required to conduct the study, including who could perform it and at what cost. The manager would also seek authorization from the City Manager to speak with the Apalachee Planning Council to see if they can assist with the study, seconded by Member Knight, motion carried 5-0.***

The board then discussed defining the geographic boundaries for the CRA district, referencing past discussions and proposing new street-based definitions. Manager Davis offered to provide more definitive data and specifics on the proposed areas to clarify if they meet the criteria for inclusion. Mr. Tribue suggested 14th Street to King Street, then along King to Lillian Springs Road, then swinging back around to encompass the Trulieve facility and other industrial properties. The plan is to include blighted residential areas, commercial corridors and key industrial properties. Manager Davis indicated she is meeting with Manager Milton and a representative from Apalachee Planning Council on Thursday and she will give them a general idea of the area they are considering.

Manager Davis asked to adjust the agenda by moving 5F (Housing Assistance Program) prior to 5D (Execution of Approved Attorney Contract) as Mr. Tribue needs to leave for another meeting.

Housing Assistance Program

- Execution of Approved Field Inspector Contract – Mr. Tribue updated the board on the six homes he has inspected and indicated that homeowners have a long list of wants and needs, at a cost that exceeds the funds available. He suggested the board narrow the focus and prioritize windows, doors, insulation and roofs. When asked about HVAC, he noted that heating is a required item by code, air conditioning on the other hand is considered a luxury. Flooring is not a priority unless a hole is letting in heat/cold.

Member Harris reminded the board that this is a continuation of the previous program and the applicants were those not served because funds were not available. They all must operate under those guidelines; no changes can be made to the program.

The board discussed leveraging the Capital Area Community Action Agency's financial resources and weatherization program to address air conditioning, insulation, lighting and ventilation issues.

Prior to Mr. Tribue's departure the board confirmed that his contract had already been approved and only needs the Chair's signature.

Manager Davis provided a draft of signage to be used at all project sites to indicate funding is provided by the CRA. CRA dollars at work. It was suggested that members' names be included as well.

- Master Contract for Home Repair
The board agreed that this item was brought back for signature only but discussed the reference to a general contractor. ***Motion by Member Dr. Wood to approve the master contract for home repair with a change from "general contractor" to "contractor" and when amended to be executed by the Chair, seconded by Member Knight, motion carried 5-0.***

Execution of Approved Attorney Contract

This item was brought back for execution but it was noted that the copy provided did not include a termination clause. Attorney Brown will locate the correct contract to be executed; it includes a 30-day termination clause to mitigate the risk of a three-year term.

Member Harris suggested the Manager not include items for execution on the agenda, as they are procedural day-to-day functions, not matters for board discussion.

City of Quincy Police Department

- Camera Update
The Manager advised that the Police Department is in receipt of the cameras.
- RD Edwards Building Generator Request
This item was presented at the previous meeting along with two quotes. Attorney Brown's legal opinion is that this item is not included in the current CRA Plan and therefore not an allowable expense. Statutorily the project is questionable (Chap. 163.370), which is strict about financing police buildings and requires a direct link to community policing, which the generator does not fit into.

Motion by Member Harris to NOT consider the purchase of a generator for the RD Edwards Building, seconded by Member Stephens, motion carried 5-0.

Small Business Assistance Program

- Partnership Presentation and Request
Manager Davis suggested moving funds previously designated to the Gadsden County Development Council (GCDC) to the Gadsden County Chamber of Commerce.

Mr. Ty Smith, Chamber Director, made a presentation to the board indicating that the new focus will be business retention, providing financial support and strategies for business growth.

Initiatives will include:

- Business and church census
- Correcting economic data
- Countywide internship program for seniors

- Launching a new \$1,000 membership level to fund initiatives and provide enhanced benefits to small businesses
- Create a \$300K small business loan program, offering \$10K loans to 30 businesses.
- CEO and board training program.

The board agreed to defer on making a decision on this matter and to schedule a meeting with GCDC to discuss their direction as well. With limited funds the board wants to sure the appropriate entity is receiving the funds needed.

Hometown Revitalization Grant

- Update – The manager is meeting with the City Manager on a regular basis for updates and the project is moving forward. The board expressed concerns over certain aspects of the project and requested regular updates before implementation to allow for adjustments, expressing concern that changes would otherwise be missed.

Florida Commerce Non-Compliance Letter and Email to Chair

- Status of Audit - Florida Commerce has issued a sanction related to a non-compliance letter and the audit is now due on January 15th.
- The Finance Director and City Manager have been contacted regarding the due date and neither has indicated the date can be changed or altered.
- It was noted that a special meeting could be called if necessary, but there has been no indication from the City Manager that this is required or that the documents from the auditor will not be ready before the City Commission meeting.
- A discussion ensued on the need for a separate CRA audit and the urgency to obtain information.
- The manager recommended the CRA retain its own auditor.
- This item will be discussed further at the City Commission meeting the following day.

Audience Comments

Anthony Gainous

- Stated it is not simple to reallocate money from a project as it must be properly approved.
- Suggested that meeting minutes be separated into two sets, one for the meeting itself and another listing that have already been approved.

New Business

2025-2026 Major Priorities

- Infrastructure
 - Storm water Improvements & Flood Mitigation Request for Funding – Several areas within the CRA district experience chronic flooding due to obstructed or inadequate stormwater conveyance systems. It is proposed to fund storm water drainage retrofitting and flood mitigation activities, including ditch clearing, debris removal, and restoration of drainage flow capacity. **Motion by Member Stephens to approve expenditures of funds up to \$250K to address the drainage and flood issues, seconded by Member Dr. Wood, motion carried 5-0.**
 - Streets and ADA Compliance Request for Funding – Deteriorated roadways and inaccessible intersections within the district contribute to unsafe conditions, reduced walkability, limited mobility and diminished economic activity, negatively impacting redevelopment efforts. Proposed activity includes street paving and ADA intersection improvements. **Motion by Member Dr. Wood to approve up to \$215K for street and ADA compliance projects, seconded by Member Harris, motion carried 5-0.**
 - Demolition of 502 Pat Thomas Highway – This property has been vacant for a number of years and is currently underutilized. The site was previously used as a tannery. A Phase I Environmental Site Assessment is currently being conducted to identify any

recognized environmental conditions or potential contaminants. ***Motion by Member Harris to authorize the use of CRA funds not to exceed \$140K for demolition of the structure at 502 Pat Thomas Parkway, seconded by Member Dr. Wood, motion carried 5-0.***

- Tanyard Creek Update
 - The manager asked about the dedicated trust fund for Tanyard Creek maintenance. All revenue from use of the park must go into a separate account.
 - There was discussion on the condition of the Monroe House and its need for maintenance, starting with treatment for termite damage.
 - Other concerns are flooding and grounds maintenance.
- Beautification Update
 - Justin Ford of Dewberry has identified the design and potential locations for new signage. Mr. Ford will meet with the manager to drive around the district to review options.
 - It was noted that the downtown master plan includes wayfinding signage to brand the city and create a consistent look.

Mainstreet Funding Request

Staff proposes entering into a Professional Services Agreement with Quincy Main Street in the amount of \$30,000 to provide downtown marketing, event support, business outreach, volunteer coordination and reporting services with the district.

Board members expressed concern regarding the lack of oversight regarding Main Street's activities and physical installations downtown. They have installed bicycle racks and other items without any coordination with the CRA and possible design plans.

It was noted that items approved by the Historic Preservation Board should also be brought to the boards attention.

Expressed a need for greater coordination between the CRA, Main Street and the Historic Preservation commission.

Motion by Member Harris to table this item and request a meeting with Main Street to discuss the specifics of a possible agreement including deliverables, reporting and evaluations, seconded by Member Stephens, motion carried 5-0.

Interim CRA Manager Contract Amendment Request

Manager Davis is requesting an amendment to her contract that allows her work to qualify as credit towards the state retirement system. This has no fiscal impact. ***Motion by Member Stephens to approve the change to the Interim CRA Manager's contract to reflect the service credit, seconded by Member Harris, motion carried 5-0.***

The manager will bring back information to the board about this as an option for them.

Termination of CRA Attorney

Chairperson Dr. Nash clarified that the agenda item was not a motion to terminate the attorney but was added because the termination clause was missing from the contract they received.

CRA Manager Comments

None

Transcriptionist Comments

None

Attorney Comments

Stated the CRA needs to follow-up on purchasing procedures. It currently follows the City of Quincy purchasing guidelines but their manual needs to be updated as there are several areas that need to be revised/completed.

Board Member Comments

Member Knight

Enjoyed the conversation about Tanyard Creek and looks forward to increased use of the facility.

Member Harris

- Piggy backed on the comments regarding Tanyard Creek. Stated this is a City owned property in which the CRA serves as the caretakers. Suggested a “Friends of Tanyard Creek” committee.
- Appreciates the attention to details by the Manager.

Member Dr. Wood

- Thanked Ms. Davis for a productive meeting.
- Concerned about the audit; would like to separate the City and CRA’s audit.
- Repeated the need for an upgrade to technology.
- Agrees with the need to research a new location for the Police Department and should consider utilizing some City owned building.
- Happy about the demolition of the eye sore on Pat Thomas Parkway.
- Thanked Mr. Bell (Public Works) for his hard work and that of his department.

Member Stephens

- Excited about the pink building demolition as well.
- Pleased with the projects that were approved tonight.
- Asked if the CRA can pay for a provider for technology

Chairperson Dr. Nash

None

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

Meeting adjourns at 9:56p.m.