

Call to Order

Chairperson Dr. Nash called the meeting to order at 6:05 pm.

The Quincy Community Redevelopment Agency Regular Board met on Monday, October 20, 2025, with the following other members present at roll call: Member Stephens, Member Dr. Wood, Member Harris and Member Knight

Also in attendance:

Interim CRA Manager Davis, Attorney Brown, Transcriptionist Pam Tribue (via zoom)

Approval of Agenda

Motion by Member Stephens to approve the amended agenda, seconded by Chairperson Dr. Nash, motion carries 5-0.

Approval of Minutes

Motion by Member Dr. Wood to approve the minutes from August 5th, September 2nd, September 8th, September 9th, September 29th and October 7th with any corrections should there be any, seconded by Member Knight, motion carried 5-0.

Old Business

Housing Program Application Approval

Manager Davis provided a list of applicants that did not meet the qualifications (red list), second list met the requirements but require additional information (yellow list) and applications that have met all of the qualifications (green). She would like to send letters to those requiring additional information, send a separate letter to those who did not meet the qualifications and a letter be sent to those who met the qualifications but they need to update their information.

Member Harris asked about an applicant on Betlinet Drive, feels they may be on the wrong list in error as they may be in the district. He also questioned the application on Patton Street, as they are showing previous funding. Upon further review the board noted several addresses that show as not in the district but they feel this is an error. The manager will double-check all applications for location and previous funding received in the last 13 months.

Manager Davis asked if after they are approved if there are any agreements that need to be signed (how long they must reside after grant, lien information, etc.).

Chairperson Dr. Nash would like to have an agreement between the CRA and the homeowner. Attorney Brown could prepare a draft contract but warned by doing so this would change the program. After reviewing the list by the board members, the manager was asked to double-check all of the addresses from each list to ensure they are or are not in the district. There were several in question. There was also mention of the interest in expanding the district north of Highway 90. This is a continuation of an old program which did not have those requirements. Having stated those applicants that qualified were funded up to the amount that was available. So, this list went through the round of applications. They would therefore not be considered in last year's application.

Ms. Davis will cross-check the list she found for 2023 to verify the work has been completed and there is no duplication. She will also check with Mr. Tribue who would have done the necessary write-ups.

When Mr. Tribue visits the homes, he will provide a priority list of what needs to be done compared to what the homeowner is requesting.

Motion by Member Stephens that once addresses are confirmed on the green sheet move forward with the notifications, yellow sheet secure additional information and red sheets once the addresses are checked and they move to either the yellow or green sheet, the manager is permitted to move forward with them to obtain the additional information needed, seconded by Member Dr. Wood, motion carried 5-0.

When addresses are verified/update information and send via email to the board. Letters to be sent immediately.

Small Business Assistance Program

The manager provided a list of all the applications received by the deadline of October 27th. She had additional questions regarding who would qualify (i.e., DBAs, SCorp, LLC, etc.).

Attorney Brown stated it shouldn't make their business status as it is typically used for tax purposes (i.e., LLC, corporation, etc.). All should be considered.

Motion by Member Stephens that the grants are only available to for-profit businesses, seconded by Member Harris, motion carried 5-0.

Manager Davis noted that the recipients will be required to stay in business a minimum of one year based on the application. Attorney Brown will prepare a pledge to that effect.

Ms. Davis stated that most applicants are leasing the property and is concerned the applicant is approving the contractor. Needs guidance as to what the owner's role will be.

Attorney Brown stated that property owner(s) need to sign off will need to sign off on the contract for the work.

Member Dr. Wood asked what the applicants are asking for? inventory, equipment, signage, infrastructure, exterior and interior renovations

Member Harris asked if businesses need to be currently in operation and stated developers should not be eligible (not funding construction sites).

Manager Davis asked if there was an agreement between the business owner and the property owner and if there was an agreement for repayment if something happens?

Attorney Brown said there was no requirement in the prior program but this program can be amended as needed. Stated that if there are modifications to the building it would require the property owner's approval. Production equipment or materials, the board wouldn't have a stake in that, but he thinks it's best to have the owner's approval.

Chairperson Dr. Nash feels the owner(s) need to approve across the board. In the past owners were not included in the process if it was equipment or materials as they wouldn't agree to a lein on their property. There could be a personal guarantee from the business owner.

The manager asked if Truth Life Outreach Ministries would qualify? Chairperson Dr. Nash stated they appear to be a non-profit or church. Member Harris stated it would be best to ask what the nature of their business is.

Manager Davis indicated that the vetting process will include up to date utilities, current business license, type of business, number of employees, what they are requesting and bids.

There was a discussion on home-based businesses. Member Harris feels they don't qualify as they must be a brick-and-mortar business. Attorney Brown asked about home daycares. The criteria included with the application referred to businesses in the commercial corridor and brick/mortar storefront or commercial facility.

Motion by Chairperson Dr. Nash to approve the list based on the manager verifying they meet all the criteria, seconded by Member Harris

Manager Davis asked if a vehicle was considered inventory. Yes if it was on a car lot, otherwise not appropriate. Her next steps after vetting is sending letters to the business owners and property owners (if applicable) with an agreement as needed.

motion carried 5-0.

CRA Manager's Contract

Chairperson Dr. Nash indicated that the manager made some additions that she wanted the board to review and approve, specifically Section 8 regarding outside employment. Manager Davis disclosed the details and informed the board that although she works for the entities she receives no compensation.

Motion by Member Dr. Wood to approve the manager's contract and the disclosures provided by Ms. Davis, seconded by Member Knight, motion carried 5-0.

Amendments to Bylaws

Attorney Brown asked that this be tabled until the next meeting.

CRA Attorney Invoices

Attorney Brown asked that this be tabled until the next meeting as well. The board strongly encouraged him to submit invoices from the prior year.

New Business – Action Items

FDLE Investigation

Manager Davis received a subpoena from FDLE requesting additional information.

Attorney Brown indicated FDLE also came to his office a week ago and inquired about certain projects. He stated that Mr. Tribue had been contacted as well.

Request for Joint Workshop

Manager Davis feels that since this is a new fiscal year, it would be a good idea for the two boards to meet, discuss priorities and create a vision.

Member Dr. Wood asked the attorney if it was ok for the boards to meet jointly. He indicated yes as long as the meeting is properly noticed.

Member Harris asked to include on the agenda how the new funds will be spent. Both boards would be given an opportunity to go back and structure their discussions.

The manager will send out availability notice to both boards. Board members are to send suggested topics for the workshop to the manager.

November 11 and 13th should not be considered.

Authorization to Advertise and Hire Part-Time Administrative Assistant

Motion by Member Knight to approve the advertisement for an administrative assistant at 20 hrs. a week/\$17 per hour when the manager feels it is needed. Also give the manager authorization to interview and hire according to the City of Quincy's policies, seconded by Member Stephens, motion carried 5-0.

New Business – Discussion Items

Neighborhood Revitalization Grant

Per Chairperson Dr. Nash, Mr. Ashe is the point person for the grant.

Manager Davis stated that the bid documents are on the CRA website and suggests putting them on the City's website as well. She indicated that some funds have been expended from CRA funds vs direct pay from the State. Reimbursement is needed.

Attorney Brown is curious who approved the expenditures of approximately \$98K and what it was for. The fact that the City's purchasing policy is incomplete is a problem.

Member Harris:

- Concerned about the \$98K expended prior.
- Asked that the Finance Director attend the CRA meetings.
- Asked what the charges are for from Dewberry.
- Asked about the revised plans from architect Joel Sampson. Who asked for and approved them?

Chairperson Dr. Nash suggested a meeting with Mr. Ashe as he is the lead person on the project. Meet with the Finance Director if needed.

The manager to get clarification on the level of involvement by the CRA.

- How is CRA property to be handled/approved?
- How are finances to be paid?
- Are expenditures reflected in last year's budget?

Audience Comments

Advisory Board Member Gainous asked the status of the small business grants.

Interim CRA Manager Comments - None

Attorney Comments - None

CRA Clerk Comments - None

Board Members' Comments

Member Knight

- Thanked Ms. Davis for stepping in.

Member Harris

- Thanked Ms. Davis as well.

- Indicated his appointee, Judy Ware, needs to be reappointed to the advisory board and will be added to the City's agenda.

Member Dr. Wood

- Needs to check if her appointee needs to be reappointed.
- Welcomed Ms. Davis. Happy that items are being completed and the board is moving in the right direction.

Member Stephens

- Echoed the same sentiments regarding Ms. Davis and felt it was a good meeting.

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

Meeting adjourns at 8:03pm.