
Call to Order

Chairperson Dr. Nash called the meeting to order at 6:03pm.

The Quincy Community Redevelopment Agency Regular Board met Tuesday, February 3, 2026, with the following other members present at roll call: Member Dr. Wood, Member Harris and Member Stephens.

Motion by Member Stephens to excuse Member Knight until his arrival, seconded by Member Harris, motion carried 4-0.

Also in attendance:

City Manager Milton, Interim CRA Manager Davis, Attorney Brown, Transcriptionist Pam Tribue

Approval of Agenda

Manager Davis asked if the board would move item 5ei – Gadsden County Chamber of Commerce presentation after item 4: Approval of Minutes to allow Chamber Director Smith to leave early as he has another meeting to attend. ***Motion by Member Harris to approve the agenda with the requested change, seconded by Member Dr. Wood, motion carries 4-0.***

Approval of Minutes

Motion by Member Stephens to approve the January 6, 2026 and January 12, 2026 minutes, seconded by Member Harris, motion carries 4-0.

Member Knight joins the meeting.

Old Business

Small Business Assistance Program

Gadsden County Chamber of Commerce Partnership Program Guidelines – Chamber Director Ty Smith was present and reviewed the program. The Chamber's program is a micro-loan and differs from the CRA's program as it will be a grant. The Chamber's roll would be to administer the program including training. Manager Davis mentioned there is \$200,000 in the budget for the existing 20 applications. These applications would be transferred to the Chamber for management and the CRA would disperse funds authorized by the Chamber.

Attorney Brown reminded Mr. Smith and Manager Davis that any meeting held to discuss potential recipients must be noticed and open to the public.

Motion by Member Stephens to move forward with approval of the \$30,000 agreement with the Chamber of Commerce and direct the Manager and Attorney to draft a contract to allow the Chamber to administer the funds for board approval, seconded by Member Harris, motion carried 5-0.

Financial Report

According to the December 31, 2025 statement the beginning balance was \$2,452,647.08. There was one deposit in the amount of \$609,072.00 and six checks/debits in the amount of \$26,204.05. There was no interest paid, leaving a balance of \$3,035,515.03.

The balance included:

City of Quincy '25-26 TIF funds

Payments to Dewberry Engineering related to the Hometown Revitalization Grant

Payment to the City of Quincy for administrative support and payroll, \$4,000 to the auditor and other operating expenses. *Motion by Member Knight to accept the December 31, 2025 finance report, seconded by Member Dr. Wood, motion carried 5-0.*

Member Harris mentioned it appeared to only be one signature on the checks shown. Manager Milton noted there are initials in the signature box of former Interim Manager Ash, and since then he has been added as a signatory for checks.

Draft Resolution Extending CRA Time Period

Attorney Brown presented the board with a draft resolution in response to their previous request to explore a time extension.

Discussion:

- There is ambiguity about whether the CRA expires 2029 or 2039. The current plan does not specify an end date. The attorney indicated that the board has the authority to extend the time and to choose any date it wishes.
- It was confirmed that extending the CRA via resolution does not require public hearings or newspaper advertisements.

Motion by Member Stephens to adopt the resolution extending the CRA's lifespan to September 4, 2050 with correction noted, seconded by Chairperson Dr. Nash,

Correction: page 2 of resolution, 4th line, remove "and September 4, 2050 respectively"

Discussion:

- Audience member Derrick Elias questioned the prudence of voting on an extension while there is confusion about the current end date.
- The attorney clarified that the confusion is only about the current end date, not the board's authority to extend it.
- It was asked if the trust fund has its own sunset date.

motion carried 5-0.

The approved resolution needs to be brought before the City Commission for approval. Attorney Brown will forward the document to the City Attorney, Clerk Bronson and the City Manager.

Summary of Steps to Expand CRA District

A step-by-step guide on how to expand the district has been drafted by the attorney. Board members recalled a prior meeting where the steps were reviewed and potential new boundaries were discussed.

The manager stated she spoke with the Apalachee Planning Council and Dewberry Engineering, both of whom could write a planning grant to cover the study. She will follow-up and determine a timeline, scope of work and cost of the study.

It was noted that while specific streets have been discussed informally, no formal motion has been made to define the exact boundaries for the proposed expansion.

Manager Milton asked what financial effect, if any, the CRA expansion would have on the City. The impact is currently unknown but would likely result in an increase in TIF funds due to CRA at some point.

The rationale for expanding the CRA without first assessing the historical effectiveness was questioned. The key concern is if slum and blighted areas still exist with the current CRA district, why an expansion should be considered before addressing these existing issues.

The next steps for the CRA expansion study were outlined.

- Information from the Apalachee Regional Planning Council will be shared with the City Manager and the board at the next meeting.
- The CRA's role is to recommend the change; the final decision rests with the City Commission.
- The study is expected to include an analysis of current signage and potential future signage post-expansion to help the commission make an informed decision.
- The manager will contact the Property Appraiser to get the changes over the years.

Housing Assistance Program

- A total of 30 homes were inspected by Mr. Tribue, resulting in a list of eligible and ineligible applicants. The first list contains eligible applicants whose repairs fall within the \$10,000 limit. A letter has been sent to a letter detailing the work to be performed. The second list contains applicants deemed ineligible because the cost of the repairs significantly exceed the \$10,000 limit. Those applicants received letters asking them to choose which single cost item they would like to have completed with the available funds.
- A detailed discussion ensued regarding the procurement process for home repair products under the \$10,000 threshold.
 - Should the manager continue to get individual quotes from vendors?
 - A RPF would take more time.
 - The City's purchasing policy was identified as the governing document but it was noted to have several blank lines and unclear sections.
 - ~ Member Dr. Wood stated that resolving the purchasing policy issues is on the City side. She stated the importance of making sure the board is aware, suggests getting multiple bids and stressed oversight and transparency.
- The board concluded they must adhere to the City's purchasing policy, despite the ambiguities and will need to figure out how to comply.
- The manager will get bids and bring back for board review and selection of contractor.

Hometown Revitalization Grant Update

The project completion timeline is 180 days after the notice to proceed is issued. Twelve or more individuals have requested packages. The team is holding weekly internal meetings and bi-weekly meetings with the Department of Commerce to stay on schedule.

Florida Commerce Non-Compliance Letter and Email to Chair

The FY 2023-24 audit was approved. Work is now beginning on the FY 2024-25 audit.

Infrastructure Update

Public Works Director Bell stated the following:

- The project for ADA compliant sidewalks is underway. The project is expected to be completed by the end of the current week.
- The pond project on Hill Street is also scheduled for completion by the end of the week.
- Staff has engaged engineers to create a scope of work for the street paving. Bids will be opened at 2:00pm on February 18, 2026 in the City Manager's office.
- Two potholes have been identified for repair. Engineers are developing a scope of work before bids are solicited. An additional drain issue was identified this week and the team will wait to get quotes on the first two before adding the new one to ensure sufficient funds are available.

- Hamilton Street ditch – Debris holding back the water was cleared using the City's own equipment.
- Several storm drains within the CRA district need to be raised.
- The property on 7th Street with a drainage issue was inspected and the assessment indicated it will be a tricky project due to significant surrounding excavation needs. More time is needed to evaluate due to the springs.
- Member Stephens asked about the road repair on King Street. Mr. Bell explained that the dirt must settle before pavement can be applied.

Chairperson Dr. Nash asked that a list of completed work be forwarded to the board via email.

Member Stephens expressed gratitude on behalf of constituents for the ongoing work throughout the City and noted that progress is visible.

Manager Davis shared an update on the demolition of the former cowhide building. Phase one testing has been performed and contamination was found. Additional testing is scheduled for February 10th. The goal is to issue a bid for remediation work in tandem with the testing so that a contract is ready to begin in March.

Beautification Update

A beautification project for parks and cemeteries was discussed. Manager Davis will meet with Mr. Harrison who runs a non-profit with youth later this week to discuss further. She mentioned the participants possibly participating in a Master Gardener program (gardening/landscaping). Will draft an agreement.

Member Harris asked that Ms. Davis with the assistance of Mr. Bell, identify beautification needs, timeline and scope of work within the CRA district.

Chairperson Dr. Nash mentioned the need for liability coverage for those under 18 years old.

Member Stephens mentioned a \$500,000 liability policy.

Manager Davis recalled a previous discussion where a budget of \$100,00 was mentioned. This would cover parks, cemeteries, insurance and a certification course. Her thought is that the program funding will be disbursed quarterly, contingent upon the non-profit meeting certain deliverables including reports, verification of work, participant GPA checks and completion of the certification course.

Board Presentation and/or Information Requests

Quincy Main Street – A scheduled work meeting with Main Street was cancelled. The meeting will be rescheduled and will include its new officers. Manager Davis presented a management agreement between the CRA and Quincy Main Street. The CRA would serve as the fiscal agent and retains custody, control and disbursement authority over all public funds. Quincy Main Street serves as the program manager, responsible for planning, coordinating and overseeing downtown CRA marketing activities. She is recommending \$30,000 be budgeted for this project.

It is proposed that the \$30,000 allocated to Main Street could be used as the front money for marketing costs. The Tourist Development Council offers reimbursement but requires upfront payment. The reimbursement would be returned to the CRA creating a sustainable cycle.

The management agreement will be shared with the MainStreet board and their attorney for review and feedback.

Motion by Member Stephens to move forward with the management agreement with Main Street so their board and attorney can review it, seconded by Member Knight, motion carried 5-0.

Gadsden County Development Council – They were unable to meet during the CRA’s scheduled time but will present to the full City Commission at its next meeting.

Quincy Historic Commission

Manager Davis spoke with Ms. Kimball about member terms and provided Manager Milton with the relevant resolution, ordinance and bylaws. It was noted that the member list has reportedly never changed despite term limits being specified in the bylaws.

Member Harris feels that membership requirements are very exclusive and restrictive, effectively preventing representation from districts one, two and three. It was further noted that members of Main Street have expressed concerns about barriers created by the Historic Preservation Commission’s restrictions on downtown businesses.

Action item for City Commission: Add a review of the Historic Preservation Commission ordinance to the agenda for an upcoming City Commission meeting; specifically, to address member selection and term compliance.

Member Harris would like to foster a more inclusive and collaborative relationship with organizations like Main Street, the Historic Commission and the Garden Club.

Ms. Davis recommended that CRA funded organizations be exempt from fees charged by the Quincy Garden Club. This is based on the idea that they are all partners and the Garden Club leases its City-owned property for \$1 per year. She recommends a review of the agreement with the Garden Club lease agreement for compliance. It was also noted that the Garden Club maintains the courthouse grounds but not City Hall.

New Business

Tanyard Creek and Andy Gay Park Maintenance

Member Harris proposed that the CRA fund the maintenance for Tanyard Creek Park to reduce City expenditures. Stating also that revenues from these parks would then go to a separate trust fund.

Attorney Brown cautioned that state statutes generally prohibit shifting a City’s regular maintenance duties to a CRA. Transferring maintenance is acceptable for CRA owned properties like the Andy Gay Park but may be problematic for Tanyard Creek.

Action Item: Attorney Brown will research current CRA statutes to confirm whether transferring regular City maintenance responsibilities to a CRA is permissible.

Audience member Derrick Elias reminded the board that both the Florida Communities Trust fund and the CRA were designated to maintain assets including the Munroe House. He previously requested a specific line item in the budget to address the reintegration of funds back into the CRA for the upkeep of Tanyard Creek and the Munroe House.

Manager Davis shared:

- There is no active termite damage but a Sentricon prevention system has been installed.
- Alpha Foundation inspected under the house, found no termites but recommends encapsulation.

- A proposal for repairs, maintenance and redesign has been received from architect Joel Sampson.
- Repairs and upkeep are planned to move forward this year including evaluation of the sprinkler system.

Audience Commence

Citizen Derrick Elias

- Advised the CRA to exercise caution with its partnerships and expenditures.
- Expressed concern about the CRA's partnerships with the Chamber and Main Street, suggesting it may be more prudent for the City to form these partnerships.
- He suggested the CRA consult with their attorney, the County attorney and the auditor on the front end before entering into agreements to avoid audit issues later.

CRA Manager Comments

Preparing for FY 2026-2027 Budget Discussion

Manager Davis initiated a proactive discussion on several items to prepare for the upcoming budget and audit cycle, aiming to create an action plan for items identified in the 2023-2024 audit report. Key items for consideration include:

- Deciding whether the board wants to have its own independent audit.
- Conducting CRA Plan revisions.
- Establishing priorities for the next fiscal year to inform the budget.

She asked all board members to email recommendations and suggestions regarding audit preparation and budget priorities for further research.

Member Dr. Wood asked the manager to look into the cost for a separate audit.

Confirmed that the CRA is now a member of the Florida Redevelopment Association, as recommended by the legislature, which will be a source of advice.

Transcriptionist Comments

None

Attorney Comments

- Addressed concerns mentioned by Mr. Elias. He confirmed that partnerships with the Chamber of Commerce and Main Street are explicitly permitted in the CRA Plan on page 21 under the Commercial Retail Office Areas.
- Regarding his contract he clarified that one change was updating the clerks information and the other was the inclusion of cancellation with 30 days notice (paragraph 4). The contract he provided at the previous meeting was not the most recent.
- Echoed the manager's recommendation for early planning on audit issues to avoid placing large, potentially problematic sums in contingency. He also recommends working on the CRA Plan as well.

Board Member Comments

Member Stephens

- None

Member Dr. Wood

- Clarified that no funds are turned over to CRA or Mainstreet.
- Questioned County oversight of CRA funds; what do we need to provide them?
 - Send to County within 10 days.
 - Post budget on website.
 - Advise them of budget amendments.

- Commended Davis on movement in the CRA.

Member Knight

- Pleased to see boosting supporting businesses downtown.
- Host events downtown.
- Mentioned parade at the end of the month.
- Asked if Ms. Forehand received her last payment. It was noted that Ms. Forehand was terminated with cause. The records show she did receive a final payment.
 - Attorney Brown will look at the contract and final payment.
- Gateway Signs - Meet with Dewberry and Joel Sampson to get design and possible locations. Will bring back to the board.

Member Stephens

- He was made aware that MainStreet had a tour bus downtown. Would like to see entities share this and other information with the City and the Commissioners. Would like to see a community calendar.
- Great meeting. Thanked Ms. Davis.

Chairperson Dr. Nash

- Advised the board upcoming events.

Motion to adjourn by Member Harris, seconded by Member Stephens, motion carried 5-0.

Meeting adjourns at 9:02pm.