

VERNON MYERS
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

ALLEGRA KITCHENS
COMMISSIONER

PHIL LEARY
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER



ELWIN C. "WOODY" BOYNTON, JR.
CITY MANAGER

BETSY JORDAN DRIGGERS
CITY CLERK

MATTHEW D. REYNOLDS
FINANCE DIRECTOR

GARY S. GETCHELL
CHIEF OF POLICE

MICHAEL LAMBERT
CHIEF FIRE DEPT.

DONALD E. HOLMES
CITY ATTORNEY

Regular meeting 2nd and 4th Thursdays each month at 6:00 p.m.

MINUTES
CITY OF PALATKA
COMMUNITY REDEVELOPMENT AGENCY
June 9, 2011; 4:00 p.m.

Proceedings of a regular meeting of the City of Palatka, Florida Community Redevelopment Agency held on the 9th day of June, 2011.

PRESENT: Mayor Vernon Myers
Commissioner Mary Lawson Brown
Commissioner Allegra Kitchens
Commissioner Phil Leary
Commissioner James Norwood, Jr.
Member Angela Murtagh, President, Downtown Palatka, Inc.

ABSENT: Member Chip Laibl, Putnam County Commissioner

Also Present: City Manager Elwin C. Boynton, Jr.; City Attorney Donald E. Holmes; City Clerk Betsy Jordan Driggers; Finance Director Matthew Reynolds; Planning Director Thad Crowe, Fire Chief Mike Lambert, Police Sgt. Brian Hawkins

CALL TO ORDER: Mayor Myers called the meeting to order at 4:00 p.m.

INVOCATION – Commissioner James Norwood

PLEDGE OF ALLEGIANCE – Woody Boynton

- 1. APPROVAL OF MINUTES** – 4/14/11 – Commissioner Brown moved to adopt the minutes as read. Commissioner Kitchens seconded the motion, which passed unopposed.
- 2. PUBLIC COMMENTS** - none
- 3. CENTRAL BUSINESS DISTRICT:**
FINANCIAL OVERVIEW – Woody Boynton, CRA Director – Mr. Boynton referred the CRA to his memorandum (filed) an overview of expenditures of TIF funds. Nothing has changed in the funding levels available. A balance is projected for the future. \$962 is the approximate fund balance as of now. Roughly \$180,000 is yet to be actually paid out; leaving an available fund balance of \$780,000 for the year. Of that, the CRA has allocated money towards the Redevelopment project and Wayfinding projects, leaving around \$631,000 of unallocated money.

In the allocation plan there was money set aside for marketing and legal representation. Given this, there is still approximately \$471,000 available to expend. Realistically, moving forward from this point, any action taken would affect that number; however, this unallocated funding is still available. The CRA allocated that money towards additional economic incentive programs. There is \$400 – 500 thousand set aside for that purpose, which is included in the balances he's provided. At this time, \$150,000 has been actually allocated for that.

Commissioner Leary moved to accept the Financial Overview report. Commissioner Kitchens seconded the motion, which passed unopposed.

OLD BUSINESS:

REQUEST to fund Palatka Elks Lodge 2010 Building Improvement Grant (BIG) Program application – Tabled from 10/14/10 - Jonathan Griffith, Acting Main Street Manager – Mayor Myers recused himself from voting or discussion, noting he is a member of the Elks Lodge. Commissioner Leary asked why it is necessary for Mayor Myers to recuse. Mr. Holmes clarified that although Mayor Myers would not personally benefit financially from this grant, there is an appearance of conflict and he recommended his recusal as some would object to his participation due to the appearance of conflict. He agrees it doesn't meet the technical definition of a conflict as there is no financial gain to be had. A case could be made that it benefits the members as they won't have to pay for these improvements. It's the prudent thing to do. Perception is more important than reality in many aspects. Commissioner Brown said she lives downtown and has a business downtown, and asked if she has a conflict. Mr. Homes said no. Mayor Myers recused based upon council's recommendation.

Mayor Myers passed the gavel to Vice Mayor Brown, Mayor Pro Tem. Mr. Holmes said he has researched the issues and contacted Carol Westmoreland of FRA, the accepted authority on this type of expenditure. The bottom line is that even though the Elks Lodge does not pay into the TIF fund, the Elks Lodge is eligible for this grant. These improvements are contemplated by the Plan, and the building is located within the Plan area. If it meets this test, it's Ms. Westmoreland's opinion, and his opinion as a result of his research, that it is no different than any other business. Other cases have been debated, but it being a non-profit does not disqualify it. The goal of the plan is to improve the structures in the area. This is an aesthetic and social improvement. Whether this is a church or the Elk's Lodge, that's not the determining criteria. Mrs. Westmoreland and her legal counsel came to the same conclusion. If the improvements at issue are contemplated by the Plan, and the Plan is publicly vetted, and the building is located in the district where the work has been contemplated, those are the tests. Ms. Murtagh said she has no problem with the Elk's Lodge; they do good work. She has an objection to a building or group which does not pay one dollar into that TIF fund and then gets that money. There are many other buildings downtown that need that money and whose owners pay into the fund. Mr. Holmes said he is only here to provide a legal opinion. Whether or not the CRA approves this is up to its members. Ms. Murtagh said churches will totally eat up whatever dollars they have to improve Downtown. Mr. Holmes said if the building is in the district, whether it's owned by a for-profit or a non-profit, that's the criteria. Commissioner Kitchens said there are only four churches in the area, and two of them are not poor churches. Mr. Holmes said they can't exclude applicants solely because they are a non-profit. Commissioner Kitchens said churches bring people downtown; these are citizens of Palatka. If you use that criteria, by that same criteria the South and North Historic District wouldn't be able to grant funds to people who don't pay taxes under homestead exemption. You have to apply the same criteria to all applicants.

Commissioner Norwood said during prior discussion, Mr. Deputy asked the question if churches in the area apply, would they be able to collect money, and part of the discussion was that they could change the criteria to exclude those who don't pay taxes. Mr. Holmes said he questions whether or not you can change the program without changing the Plan. If you modify the Plan to

exclude non-profits, and he's not sure they can, then you can modify the program accordingly. This use is contemplated by the Plan. You can't impose criteria otherwise. Commissioner Brown said they want to be sure the people who do put money in are first approved. She asked if they can put a cap on how much a non-profit can get if they've not put anything into it. Mr. Holmes said it's not that one person puts more money in than another; any increase in taxes from the beginning date are put into a special fund; this deprives other taxpayers from the benefit of those funds. You can't put a cap on all the funding you do. There are changes to the BIG program being contemplated that are appropriate, such as the matching funds. There is also a cap contemplated. Ms. Murtagh asked if there is any clause in the new BIG program criteria that can stop non-profits. Mr. Boynton said there is no ranking criterion that addresses this, but you can't exclude them. The new plan excludes no one from applying. The Elks Lodge applied under a program that had no restrictions. Mr. Holmes said the original purpose of the Plan is to improve blighted areas and make them more aesthetically appropriate. A building owned by a non-profit can contribute to a blighted area. It can also contribute to the improvements. You are working on an area, not picking out buildings.

Sam Deputy, 917 Carr Street, said if a church doesn't get a grant, the members have to pay to make those improvements. He is not opposed to the Elks Club getting this grant. He wants to see criteria set before this is opened up to non-profits and "membership by invitation only" groups. The largest buildings and oldest buildings are churches. There are nine total churches downtown; the CRA goes all the way to the south side of Madison. They are looking at a larger picture. You could end up with a powerhouse of groups petitioning for money. A church could fill this commission room. Mr. Holmes said in general, when he was asked to consider any of these programs, he's always checked for specified criteria with point rankings so you can compare one application to the other. This is only reasonable. If there are points a non-profit can't get, then so be it. The law is against a blanket exclusion of non-profits. Commissioner Kitchens asked if you can make a category based upon what taxes were paid. Mr. Holmes said taxes should not be the issue. Ms. Murtagh said there are a lot of counties that exclude non-profits. Commissioner Brown said they have buildings downtown that need help, but they are trying to promote businesses. Commissioner Kitchens' point that these clubs and churches bring people downtown is a good one. She'd like to see them create a point system to give the edge to people who pay taxes.

Mr. Boynton said the legal interpretation is the subject at hand. This is about the Elks Lodge application. This is what is in front of them now. Legally, this application qualifies for this funding. That is what they are voting on at this time. Commissioner Kitchens moved to approve the request for Elks Lodge. Commissioner Norwood seconded the motion which failed to pass upon a result of Commissioners Kitchens and Norwood voting in favor, Commissioner Brown and Ms. Murtagh voting opposed, with two members recused from voting and one absent. Mr. Holmes said the grounds stated for denial are not legally permissible. Commissioner Brown asked if they can grant this before setting criteria for others. Mr. Holmes & Mr. Boynton said they can. Commissioner Norwood said there has been no reason presented that they can deny this based upon. Mr. Holmes said they have to consider the criteria in place when the application is made. They can't deny it because they want to change criteria going forward. They have to apply the criteria. Commissioner Norwood moved to reconsider the motion based upon there being no definitive legal reason not to grant the request. Commissioner Kitchens seconded the motion, which passed three in favor, opposed by Ms. Murtagh. Per discussion, Mr. Boynton said there were criteria in place when this application was made. Discussion resumed on original motion. Commissioner Kitchens said there is something in the constitution called *ex po facto*. This means you have to vote based upon current law. They have to vote on this based upon the existing BIG grant application and criteria, not upon what it may be in the future. There's no legal reason to turn this down. Commissioner Norwood said they need to give legitimate reasons for yes or no votes, so they don't encounter legal ramifications. It's important to establish reasons for denial on any request. Commissioner Brown said she would have liked to have looked at the BIG program

before this vote. Commissioner Norwood move to approve the Palatka Elks Lodge BIG Program Grant Application. Commissioner Kitchens seconded the motion, which passed three in favor, opposed by Ms. Murtagh.

REQUEST to reallocate \$16,200 from 2010 marketing budget to fund Billboard Campaign on I-95 – Angela Murtagh, Downtown Palatka, Inc. said during the last campaign there were three billboard locations; of the three, the billboard on I-95 had more exposure on the whole. They are asking they move money this around so they can put up a billboard on I-95 for dates of special events. Mr. Boynton said last July DPI was given the authority to spend upwards of \$50,000 on marketing. There is still money left. They'd like to appropriate \$16,000 of remaining funds for the billboard. Commissioner Brown moved to approve the reallocation of \$16,000 for additional funding for the I-95 billboard. Commissioner Norwood seconded the motion. Commissioner Leary recused himself from the vote as he represents the Outdoor Advertising Industry. Commissioner Norwood said he doesn't want to accept any further requests from any entity without that entity having had a meeting and those minutes included in the packet. Mayor Myers concurred. Ms. Murtagh said she brought those minutes with her and has those available for examination. As to the E. Palatka billboard, Main Street opted out of that billboard. Commissioner Brown commended DPI on the billboard project, saying they need more things to promote Palatka. She suggested they add the Bass tournament information to the billboard. Ms. Murtagh said they will list logos and time of year on all events. There being no further discussion, the motion passed unopposed with five in favor, and one recusal.

REQUEST to authorize \$12,000 be set aside for installation of traffic actuators at signalized intersections on St. Johns Avenue – Woody Boynton, CRA Director, said several months ago they heard a traffic engineering report on St. Johns Avenue on minimizing delays at intersections. The lights just cycle through on a pre-timed basis. Sometimes you can hit a red light all the way down St. Johns Avenue. This is the recommendation he brings before the CRA to resolve that. Traffic actuators allow for recognition of cars at intersections, which activates the signal. Summerville Electric can do this for \$2,000 per intersection. This will make the drive on St. Johns Ave more efficient. This will reduce idle time and greenhouse emissions. This is an appropriate measure to take on these intersections. Commissioner Kitchens said she has no problem on St. Johns Avenue. If she were a merchant, she'd want traffic to slow down and look at the merchandise in her window; however, if they have no problem with this, she doesn't either. Mayor Myers said if you are leaving the Post Office and go down to the River, most people will jump over to Oak as there are no traffic lights there. He believes this will keep more traffic on St. Johns Avenue. Murtagh said she's agreeable as long as the traffic lights remain in place. Per the question, the traffic lights flash after 6 pm. Commissioner Norwood, Murtagh moved to authorize \$12,000 be allocated for the installation of traffic actuators at signalized intersections on St. Johns Avenue. Ms. Murtagh seconded the motion, which passed unopposed.

REQUEST to appropriate \$15,000 to assist with funding the cost of the 4th of July Fireworks Display at the Riverfront Park – Woody Boynton, CRA Director said this is appropriate; this particular event brings thousands of people downtown. The budget does not contain a line item for fireworks; the funds remain in the TIF for this. The total cost of the fireworks is around \$28,000; the barge cost has doubled. They've already raised nearly \$8,000 to date. If this amount is approved, there is enough in the contingency to pay the remainder. They still have another month or so before donations close. They typically receive around \$11,000. Commissioner Kitchens said the County has issued a county-wide ban on fireworks. Mr. Boynton said he's talked to Ryan Simpson with EMS; since this is a professional display, this does not fall under the ban. Commissioner Kitchens said she doesn't think the City should take money from contingency to fund this. They haven't been able to give employees raises for some years. Commissioner Leary asked if there is another event planned for downtown to go along with the fireworks. Mr. Boynton said the Arts Council has a summer concert series at the Park this

evening. As a Main Street manager is brought on, that person can coordinate events downtown. He concurs they need more people downtown. They may need to make provisions for port-o-lets to handle the crowd's needs. Ms. Murtagh said she hopes there is a way to bring people into the existing buildings downtown, but this event may be too far away. She asked Mr. Boynton to send out information on last year's event; some stores may want to set up a small booth. Commissioner Brown suggested window shopping with prize numbers similar to what's done at Christmas. Ms. Murtagh concurred. Commissioner Leary moved to approve the request to appropriate \$15,000 to assist with funding the cost of the 4th of July fireworks display. Commissioner Norwood seconded the motion, which passed unopposed

REQUEST to approve changes to Building Improvement Grant (BIG) Program – Jonathan Griffith, acting Main Street Manager described changes to the application and criterion, notably a 25% minimum match and cap of \$30,000. Scoring changes include provisions for job creation, drawing in new tenants, and it contains credits for tax payers. There is nothing in the scoring criteria to favor an application that has sought professional services. Commissioner Brown said when they started doing façade grants in town, there was no one who had applied for them. The reason was the matching requirement was so high, they couldn't do it. She asked why there is a 25% match. Mr. Griffith said there was no match required, but this form requires a 10% match. Applicants were willing to put a 10% match up. 25% was proposed at one time. Commissioner Brown said Mr. Deputy's mother couldn't come up with any matching funds many years ago.

Sam Deputy, Graphics II, said the façade grant doesn't pay for inside improvements and he needs inside work done. They are facing a tough business climate. The lower they can go on matching, the better. The other part is taxes; when you make improvements your taxes go up. He just put up a fence on a piece of commercial property and his taxes went up \$500.

Ken Venables, 2002 Cherry Lane, said he didn't get to read the agenda online until around 2:30 this afternoon. They need to have the information on-line before the morning of the meeting. Jobs should be part of the scoring criteria. This program is for small businesses. He asked if the Bingo Palace or vacant McCrory's buildings qualify as a small business? They are over 10,000 sq. ft. buildings. Ms. Murtagh said her building is over 10,000 and it's a small business. Mr. Venables said he doesn't believe the criteria are specific enough.

Mr. Griffith said when the evaluation committee meets, they look at the criteria. They take jobs creation or retention into consideration.

Commissioner Kitchens said as to chief building inspector reference, it should be clarified that this refers to the City of Palatka's CBO. Mr. Holmes said he has concerns over Mr. Griffith's comments; he asked if he is saying the rankings don't mean anything. Mr. Griffith said it just helps with the ranking. Mr. Boynton said the highest ranked applicant gets the top recommendation; both the ranking and the score factor in. Commissioner Brown asked if, for instance a retailer and a restaurateur both applied, and the restaurant is hiring 50 people and the retailer is only going to hire 3, if they determine ranking based upon how important a certain business is to downtown? A retailer can be just as important as a restaurant. Some restaurants are only there six months or less; retailers are there for years. They need some common sense. Mayor Myers said that's part of the equation; job creation is only part of the ranking. Mr. Holmes said the criteria here seem to require consideration of definite factors. It's important that each applicant is judged by the same set of factors, yet it leaves room for common sense application. Commissioner Brown said they have put criteria in place in the past that excluded certain people. They need a broader vision for downtown. Commissioner Leary said he believes the ranking system is excellent and moved to approve the amended BIG Grant application as presented. Commissioner Kitchens seconded. Ms. Murtagh commended Mr. Griffith, saying he did a great job on this. As to businesses that open and then close, there are people opening business that

should not be. They have no training. Two closed this week that have only been open for three months. They need to consider business background, or put some type of program in place to let them know you need at least a year's contingency in place. Ninety percent of downtown businesses turn over quickly because the business atmosphere is so tough. They can stop some of these businesses from closing with a workshop. This is important when they are handing out money to open businesses and improve buildings. Mayor Myers said one of the criteria covers that. The SBA keeps office hours here in Putnam County, in Palatka, one day a week to counsel people on opening businesses, free of charge. Mr. Boynton asked Mr. Griffith to include a copy of the flyer on that with each application. Commissioner Brown said most of the time they have people come in with no idea where they need to go or what they need to do to start a business. The first thing they want is a grant. They need a business plan first. They need to find a way to get across to potential entrepreneurs that they need a business plan. This is why the City needs a business incubator; they need to pursue this. Businesses sometimes can't make it two or three years without a helping hand. Most of the black business people don't belong to the Chamber; Mayor Myers said you don't have to. Commissioner Brown said they think they do. They need to educate the public. There being no further discussion, a vote was taken and the motion passed unopposed.

REQUEST for approval of Main Street Manager Job Description and authorization to advertise position opening – Woody Boynton, CRA Director, apologized for getting the description to them just this morning. This job description has been approved by the Main Street Executive Board. It is imperative they have this person to move programs forward. This person is a resource. City staff can't handle this workload. Economic development is great, and much of that comes from information such as the billboard program. Palatka is listed as an endangered historic place, which is a good thing. It provides recognition and publicity. Knowing the money is there, he asked the Attorney if this can be done as a contractual position, renewable annually. That is his recommendation. This position will report to the Main Street Board and will work closely with DPI. He will be asked to be appointed as mediator. He will work with the attorney on a contract. He recommends moving forward at the end of the month on advertising.

Commissioner Kitchens said Mr. Griffith has done a great job. Assuming they hire someone, are they going to withdraw the \$10,000 they are paying him? Mr. Boynton said they are not contemplating removing Mr. Griffith from the Main Street program; he would handle administrative things. This person wouldn't be watered down taking minutes and grant applications. This person needs to be focused on a few goals and not administrative tasks. Ms. Murtagh asked where this person would be housed. Mr. Boynton said at this time in one of the city facilities. Commissioner Brown said the PD has an annex building with available room. Mr. Boynton said that's a good option. It may be next door at the annex. It needs to be in the central business district. Ms. Murtagh said 112 6th Street is available; this was the Couver's Office Supply building. Commissioner Brown moved to approve the Main Street Manager Job Description and authorize advertisement of the position. Ms. Murtagh seconded the motion, which passed unopposed.

Ken Venables, 2002 Cherry Lane, said he understands the Main Street Board of Directors has approved this. In the typical Main Street operation, the Board of Directors is the final word. He asked if the approval of the job description is required in order to get the funding for this position. The Main Street Board of Directors should be the ones to determine job descriptions; they are an independent organization that doesn't report to anyone. The decision has already been made by its Board of Directors. This approval is not required unless it's necessary for funding. Commissioner Norwood said he's not prepared to hire a main street manager without a job description. Mr. Venables said the answer he's given is that the CRA won't approve the hiring without the job description. The by-laws state the Main Street manager "shall" report to the Main Street board, not "maybe." The Main Street Manager position is not a worker bee; he is a facilitator. He doesn't design the media, doesn't design marketing campaigns, the committee's

do that. Discussion ensued regarding the topic. At close of discussion, the vote was taken and the motion passed unopposed.

REQUEST for transfer of Central Business District TIF funds in the amount of \$200,000 to Better Place Fund for a one-time payment on the Frank George Apartments Purchase/Demolition Loan – Woody Boynton, CRA Director, said the Better Place Fund is down 21% over the past four years. Of what they anticipate receiving for this year, most of it will go towards the Frank George Apartments loan. They need to be sure the Better Place Fund is adequately funded. He recommends the CRA transfer \$200,000 to make partial payment. Commissioner Kitchens asked why they can't transfer the full payment of \$391,000. Mr. Boynton said the role of this fund is to work with economic development; with the \$250,000 or so left after this transfer, if they have not filled the holes left in the Better Place Fund, they can come back and ask for further funds. This will leave adequate funds for other work. Commissioner Kitchens asked if they can do this only once per year or if the City can come back later and ask for more. Mr. Boynton said he will be back in October. Ms. Murtagh asked if the developer will be required to replace this money. Mr. Boynton said there is no purchase plan in place for that Block. There has been no buy-out negotiated as of yet. This purchase was made as an investment. When they negotiate, they can look at that. Mayor Myers said they will negotiate whatever is most advantageous for the City. Commissioner Leary moved to approve the request to transfer \$200,000 from TIF funds to Better Place Plan funds. Commissioner Norwood seconded the motion, which passed five in favor, with Ms. Murtagh abstaining from the vote.

VIDEO PRESENTATION – Downtown Palatka Advertising Campaign – Angela Murtagh, President, DPI, Inc., said the present 30-second commercial has been running for over a month; it was shown on Bright House, Cox and Comcast networks. They used the Azalea Beauty Queens to give them some exposure. Another commercial should be up and running soon. They try to do them every other month or so. They try to work them all in during the day. They poll visitors on where they are coming from to determine where they are pulling market. As to the life of a commercial, they try to use as many of the merchants as possible; the next commercial is more masculine. Commissioner Brown asked if they contemplate using the Bronson House or places like that. Ms. Murtagh said they have their own commercials running. They work with different groups to get something running all the time.

4. **SOUTH HISTORIC DISTRICT:**

PRESENTATION/REQUEST to approve Live Here, Work Here Program – Michael Gagnon, SHND – 1703 Emmett Street, said this is a new program. They have done 43 houses, there are six more pending. This is a different way to improve the area. Vacant houses and buildings are bad. This also ties into Downtown initiatives. This program has been used in Kissimmee; it has been quite successful. They've re-written this for Palatka, which is a different market. There is a pay-back clause. Commissioner Kitchens said there are requirements that if a person loses their homestead exemption, they lose the money. This also says they have to be employed in the Downtown area. She asked what happens if they lose their job or business. Mr. Gagnon said the intent is to fill a vacant house. If someone loses their job and the house is lost, they want to fill the house. They can't predict success in business. They want to be sure if someone comes into the program they are a solid person. They can't hold someone accountable. Commissioner Kitchens said she understands the purpose of the program, but if that person loses their homestead they have to pay the money back. They have to live in the District and work Downtown. If they become unemployed downtown, but don't lose their homestead, what happens? Mayor Myers said the concept is good, but he'd like to see further discussion. If they could table this to the next meeting, they can discuss this individually with Mr. Gagnon.

Mr. Holmes said he has two points to discuss. One may be moot as he said the money repayment is not a priority, but if you place a lien on the property, that would be subordinate. As

to the money meeting the financing requirement most banks have, many banks require that money for a down payment not be provided from a grant. They want the money to come from personal funds. Commissioner Brown said in St. Pete they started a program to help police officers and school teachers with down payments. A person who was hired on this Force would qualify for some money for a down payment on a home. People come here to work but want to live elsewhere. This looks like it would help with that. Mr. Gagnon said it took over a year to tweak the TIF Home Improvement Program. It's cumbersome as it is. They don't particularly care if someone moves out of a house they've improved; they fix houses, not people. Commissioner Leary said he's advocated since coming on that they won't have a revitalized downtown without revitalized neighborhoods. Mr. Holmes said there are several cities with similar programs in place. The concept is known in Florida. Commissioner Kitchens moved to table approval of the Live Here/Work Here program. Commissioner Brown seconded the motion. Ms. Murtagh said it needs tweaking, but concurs with Mr. Holmes; when you fill out a loan application the bank wants to know who's putting the money up. Mayor Myers said the lender wants the borrower to have something at risk. If this is in addition to personal money, that makes a difference. There being no further discussion, the motion was voted upon and passed unopposed.

5. **NORTH HISTORIC DISTRICT** Update – Mr. Boynton noted this is for information only.
6. **OTHER BUSINESS** - South Historic District Programs -- Roberta Correa, current president, South Historic Neighborhood Association, said they've put up tri-folds on homes that have been improved through the TIF-HIP program, which includes the amount of money spent on each project and when the project was done.
7. **ADJOURN** – There being no further business to discuss, the meeting was adjourned at 5:50 p.m. upon a motion by Commissioner Brown.