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**Call to Order**

Chair Hannigon opened the meeting at 6:02pm.

The following were present at roll call:  
Member Milton-Jackson, Member Green

**Also present:**

Attorney H. Brown, Pam Tribue

Attorney Brown advised the board that 3 of the 6 members were present which represents 50% of the board and that is a quorum.

**Approval of Minutes**

Motion by Member Milton-Jackson to approve the July 2 and August 6, 2019 minutes with corrections if needed, seconded by Member Green, motion carries with a vote of 3-0. Correction to July 2<sup>nd</sup> minutes, under Façade Improvement Requests, the motion should read "Motion by Member Morris that recommends to the regular board that the next façade program be for the area *on Monroe Street* between Highway 90 and Crawford Street....."

**Advisory Board Positions**

The board needs to appoint a Vice Chair. Member Milton-Jackson suggests that the board wait until there is a full board present, Member Green concurs. Chair Hannigon stressed the importance of this position in case of her absence.

**Interim Manager Updates**

*Senior Roofing Program* – The final house in Group 1 is being worked on by Chief Cornerstone and should be completed within the next week. In Group 2 the last roof should be completed this week for a total of 20 roofs. Consultant Marvin Tribue is doing the post repair inspections and the next step is a meeting with the homeowners to make sure work is up to requirements and to secure a photo opportunity with Commissioner for the corresponding district.

Chair Hannigon suggested the Manager create a portfolio to showcase the work being done. This will be useful to fulfill the new requirement of an annual report.

*Franklin/Adams Development*

All the required paperwork is done. C.W. Roberts began staking today, equipment is on site and work has begun. The manager spoke with Mr. Ryals from the City regarding electrical and water being available onsite. Estimated completion is 60 days, hopefully before. The sodding and other items removed from the original bid will be put out for bidding and possibly completed by City staff.

**Member Morris enters.**

Action item: The manager will advise the board on pricing for sod. Chair Hannigon suggested that the advisory board send a recommendation to the regular board to identify funds to sod the area to have it done before the holidays, possibly out of the line-of-credit. This may also allow for use of the site during the holidays.

*South Adams Street* – The ribbon cutting will be October 4<sup>th</sup> @ 11:30. The Chamber and Main Street are coordinating refreshments and photos will be taken.

*CRA Manager position* – This is expected to be discussed at the next regular board meeting. Chair Hannigon, who was in attendance at the regular board meeting, share a recap relating to this item. Overall she was disappointed. Feels their concern was that there would be a 2-2 split since only 4 members were present. Frustrated that the board is unable to get work done. Invited advisory members to attend next meeting if available.

The Manager met with the Finance Director and auditors and was advised of new expectations based on legislative changes. The auditors will now be doing a more thorough review of CRA documents and will certify that all expenditures align with the original plan. The manager will forward the auditors request to the CRA attorney for review. The creation of an annual report will be a useful tool for the annual audit.

An update on finances will be provided at the next meeting as the Finance Department is finalizing the fiscal year end reports.

### **CRA Attorney Updates**

A summary House Bill 9 was emailed to all members. Key points include:

- The legislature tightened up on allowable expenditures.
- The website is now required to include an annual report; this aligns with performance tracking.
- The expiration date of CRAs in existence October 1, 2019 is 2039. Extensions will be granted to allow for debts to be paid off only.

### **Advisory Board Member Comments**

**Member Green** – Thanked the board for allowing him the opportunity to serve and is looking forward to the future. Will be meeting with the manager to get up to speed.

**Member Milton-Jackson** – Welcomed Member Green and is very pleased with the work that's been done, specifically on Adams Street and the Kelly Lot. Commended Manager Nixon on his hard work and dedication.

### **Member Morris**

- Welcomed Member Green, honored to serve with him.
- Kudos to the manager for doing a marvelous job, appreciates the professionalism, thoroughness and transparency.
- As a follow-up to the minutes regarding CDBG grants, the City now has a grant writer and he has met with him and the City Manager. Need to set some priorities first and possibly update the plans.
- Pointed out that no action has been taken on items that were sent to the regular board.
- Suggested an economic impact study be done. The Manager feels this is the path the City will take.

### **Member Hannigon**

- Ask for an update regarding the request from Dean Mitchell for reimbursement of costs associated with his water/sewer line. – the Manager advised that no action has been taken.
- Suggested that items discussed by the advisory board be forwarded to the chair as a request to be added as an agenda item. Pending items include reconfiguration of the board and the Monroe Street project.
- Asked if there were any additional plans for roofing – At this point roofing is done.

- Inquired about the markers on Adams Street. This has not been done but is on the manager's list of tasks.
- Reminded the board of the eye sore on the Classic Ts building. The manager spoke with the owner and at this point they have other priorities. They are struggling to find and retain employees. After discussion it was pointed out that Chair Hannigon's intent was that the CRA pay for repairs not the property owner. The manager will go back to them and suggest sand blasting the outside to uncover the historic brick.
- Asked for an update on the site where Jimmy's Subs was. It was burned several months ago and is yet to be demolished. The site is not within the CRA boundaries but the manager is aware of discussions being held to resolve the issue.
- Welcomed Member Green and looks forward to insight from a business owner.

The manager advised that he received a text from Member Ware indicating she was unable to make tonight's meeting. Motion by Member Morris to excuse Member Ware, seconded by Member Milton-Jackson, motion carries with a vote of 4-0.

Motion to adjourn by Member Morris, seconded by Member Milton-Jackson, motion carries 4-0.

Meeting ends at 7:23pm.