

MISSOULA REDEVELOPMENT AGENCY

CONDENSED BOARD MEETING MINUTES

August 28, 2019

FINAL

A Regular meeting of the Board of Commissioners of the Missoula Redevelopment Agency was held on Wednesday, August 28, 2019 at the Hal Fraser Conference Room, 140 W. Pine, at 12:00 p.m. Those in attendance were as follows:

Board: Nancy Moe, Ruth Reineking, Melanie Brock, Tasha Jones

Staff: Ellen Buchanan, Chris Behan, Annette Marchesseault, Tod Gass, Jilayne Dunn, Lesley Pugh

Public: Matt Neuman, Missoulia; David Erickson, Missoulia; Mayor John Engen; Grant Kier, Missoula Economic Partnership; Julie Lacey, Missoula Economic Partnership; Eran Pehan, City of Missoula Office of Housing and Community Development; David Gray, DVG Architecture & Planning PC; Missoula Community Access Television (MCAT)

CALL TO ORDER

12:00 p.m.

APPROVAL OF MINUTES

July 18, 2019 Regular Board Meeting Minutes were approved as submitted.
August 19, 2019 Special Board Meeting Minutes were approved as amended.

PUBLIC COMMENTS AND ANNOUNCEMENTS

There were no public comments or announcements.

ACTION ITEMS

Housing Policy Implementation – Request for Funding (*Buchanan*)

Moe wanted to note the continued support from MRA for housing policies, affordable and attainable housing and was glad to see the progress made to this point of implementation. She also wanted to thank Buchanan, who is the head of the Office of Housing and Community Development (HCD), and Reineking, who were both on the Housing Policy Steering Committee. Moe said the Board was glad to have this proposal before the MRA, but the process that brought the request to this point requires improvement and the MRA will work with the City to develop a better process.

Moe said there are two items in the memo that she wanted to clarify. On page 1 it says the funding for this would be 50% from the General Fund and 50% as non-tax funded. She said

that raised a question in her mind because MRA is being asked for the other 50% and MRA is funded from taxes. Dunn said her understanding is that the Finance Department refers to MRA funding as non-tax because it is not a direct tax; MRA's funding comes from the effect of levying taxes. She said the taxing jurisdictions levy their mills to fund their budgets and, based on how tax increment works, MRA's funds come in based on those levies but MRA doesn't levy a direct tax to property owners. Therefore, MRA is considered a non-tax funding source.

Moe said the other item she wanted to clarify was the recommendation in the memo. She said if the Board gets to a motion she recommended it be amended to state that "...MRA Board approve a grant to the City in an amount not to exceed...". She said the grant properly identifies the action that is going to be taken by MRA and gives substance to what is happening rather than that it's just a request.

Buchanan said this is a request for funding in whatever format MRA wants to make it, whether it be a grant or some other form. She said the implementation of this Housing Policy and implementing it as quickly as possible is critical right now. She said there is momentum from having developed the Housing Policy, it's been adopted by the City Council recently and so filling a position that will allow the City to get serious about implementation before that momentum dies and before three other high-density projects come up is important. Buchanan said MRA has a commitment to housing, as Moe pointed out, and this will be a great tool for MRA once it is in place.

Mayor Engen said the MRA has a long tradition of assisting with housing in the community. A lot of that work has been a function of seizing opportunities when they are presented to the City, particularly by people in the non-profit housing development community. He said there is opportunity today through this policy and by virtue of having more horsepower in the HCD office to be more actively engaged in finding those opportunities and in many cases creating the opportunities. Mayor Engen said the City is in a position where it can't be quiet partners in this, it has to be loud and proud and active. There is a thoughtful Housing Policy that is the product of a couple of years of intensive community conversation and so this position in HCD will help move that policy forward. It also helps coordinate development standards and subdivision regulations that the City hopes to align with its interest in producing more housing stock. He said all of these pieces work together and the additional coordination will serve the City well.

Moe said the Executive Summary for the Housing Policy that was adopted gave an exciting introduction to what the HCD has been doing. Pehan, HCD Director, said the Policy is lengthy but the Executive Summary encompasses the main themes they hope to hit on. She said the implementation of the Policy will include the creation of dozens of new policies and procedures. Some of those will happen organically and many will require additional research and a lot of community outreach. Pehan said it has been very important to HCD from implementation and the creation of the Housing Policy Steering Committee to work in the voices of Missoulians in this process. As the policy is implemented the HCD wants to continue that engagement which takes additional time, effort, resource and capacity. She said there will be a lot of involvement from the community, City, County, Boards, etc. to make sure they really land on solutions that aren't just visionary, but actionable as well. Reineking added that the Housing Policy also anticipates a lot of data collection so that they

will know if they've hit their goals or if they need to change course or react to other opportunities, etc. That also implies a lot of staff time.

Brock asked what this job will be titled and what skills it requires. Pehan said HCD is requesting capacity to build their team so they can focus on Housing Policy. At this point in time that means building their team and bringing on Grant Administrators so that their skilled staff who are already working in this realm can dedicate 100% of their time to this process. At this point in time, Pehan said most of the work will go to Montana James who is the Lead Grant Administrator in the office. James has a Master's Degree in Public Administration and HCD is excited to put her expertise at work through the creation of the policies and a robust tracking system. James will move into this position to focus all of her time on Housing Policy implementation. Reineking said this is a full-time position with the City so it doesn't go away after three years. It may change or become fully funded by the City. She asked if changes in the costs of benefits would be picked up by the City. Pehan said yes. She said the normal cost of living increases and benefits would be assumed by the City's General Fund. Moe asked if the \$90,000 includes fringe benefits. Pehan said yes, it is the full cost of the position. Buchanan said James is being shifted into this position and a Grants Administrator will be hired.

REINEKING: I MOVE THE MRA BOARD APPROVE A GRANT TO THE CITY IN AN AMOUNT NOT TO EXCEED \$30,000 A YEAR FOR THREE YEARS, FY20, FY21 & FY22, TO PROVIDE FUNDING FOR 50% OF A NEW POSITION IN THE OFFICE OF HOUSING AND COMMUNITY DEVELOPMENT TO IMPLEMENT THE CITY'S HOUSING POLICY AS OUTLINED IN "A PLACE TO CALL HOME".

Brock seconded the motion.

No further discussion. No public comment.

Motion passed unanimously. (4 ayes, 0 nays)

Missoula Economic Partnership (MEP) – Request for Opportunity Zone Funding (URD II & North Reserve-Scott Street URD) – TIF Request (Buchanan)

Buchanan said MRA has been talking with Missoula Economic Partnership (MEP) for some time about how to maximize the fact that there is an Opportunity Zone in Missoula and get out and proactively recruit people to develop in the Zone. She said it isn't something that will be there forever and needs to be moved on as quickly as possible. Those who are looking to take advantage of this tool are looking for the opportunity to twin the benefits of being in an Opportunity Zone with the benefits of being in an Urban Renewal District (URD) or some sort of tax increment funded district. She said developers have identified Missoula as a target community because it does have Tax Increment Financing (TIF) capacity in portions of the Opportunity Zone.

Grant Kier, Director of MEP, said they are very excited about the potential to create a partnership with MRA. They see tremendous opportunity to attract greater and more strategic investment in Missoula around some of the needs that have been identified by the community. One of the big priorities they have heard is the need for affordable and attainable housing by folks who are part of Missoula's workforce. Kier said they kicked off

their approach to this at a conference called innovateUM, which is co-hosted with the University of Montana. MEP's portion of that was to adopt new ways to approach solving known problems and challenges in the community. He said they invited folks to come and talk about both benefits and fears around Opportunity Zones and how they can channel those to meet some of the needs of the community. Kier said they had great feedback from the community and really want MEP to focus on the areas of mixed-use and how to pair workforce and affordable housing in areas that will also help them meet some of the needs of the business community with more retail space, Class B office space and light industrial space. Kier said they have a team they are working with that is playing an advisory role for MEP and is comprised of engineers, builders, and financial advisors. He said MEP can go around the region and the country and recruit the kinds of developers who are creating the projects Missoula wants to see to meet some of the community's needs. That is MEP's goal over the course of the year and their hope is that this will not just be a really great way to showcase Missoula in the context of a lot of national interest, but also set a precedent for how they collectively organize their work together to find out what the community wants to see. Instead of waiting and hoping developers come and deliver that, MEP will be proactive and go out and say this is what the community wants and if someone can deliver that product then a partnership will be built with the community to give them the support to deliver that product as quickly and cost effectively as possible to move goals forward as a community.

Kier said there are three elements to the Opportunity Zone. One is to work on the technical side with teams such as MRA and others in the community to look at where the right sites are and to do initial due diligence on properties to make sure that appropriate infrastructure is available or what is necessary to meet the goals. The second is then to do community outreach to clearly articulate to people in the neighborhoods around the potential sites identified so they know what it is that is MEP is trying to do and give them a chance to provide input so they are at the table helping to guide the process. Kier said the third part is an external tours and recruitment effort to try to identify who the developers are in the region/nation who can deliver the quality and type of products the community is looking for to move the goals forward quickly.

Buchanan said the map in her memo shows that they designated the entire study area as an Opportunity Zone because all of those properties, as they begin to develop, will annex into the City and can take advantage of TIF funding. She said URD II is essentially the Broadway corridor and "the thumb" just north of the Clark Fork River. She said there is a lot of opportunity there and she is interested to see what will happen to Broadway Street when Russell Street is completed. She said the improvements will have as big of an impact on Broadway as they will on Russell.

Reineking said it was exciting to have two proactive items on the agenda. In terms of the plans that were developed for the Urban Renewal Districts and approved by City Council, she said she guessed that this will not require any amendments to those plans that would need to be approved by City Council. Buchanan said the only thing that would require action of the City Council is if there is a major development that comes in that was not anticipated in those plans. She said the URD II Plan was done in 1990 so there may be something that comes along that wasn't anticipated then. Reineking said it would not be amended until there is a project that would potentially require it. Buchanan concurred. She

said if they know something will happen when they write the plans, like they hoped the Merc property would redevelop and knew the Bank and parking structure would be built, then those are included in the Urban Renewal Plan. However, there are a number of instances where the plan is older and something comes along that will be bonded for, like the Old Sawmill District, and MRA has to amend the plan. For the Old Sawmill District they had to declare it an Urban Renewal project because no one knew exactly what it would be in 1990.

Kier stressed that they are not proposing to become a planning entity at MEP. Their goal is to help implement the existing plans and goals of the community, not to redefine them for the community. He said it is very important, and they have tried to articulate to everybody, that their goal is to make the community's wishes possible, not to assert their goals onto the properties.

Moe said some of the goals she has heard are available with Opportunity Zones are job creation and attainable housing. She said attainable housing is one goal that the activities MRA is interested in supporting. Also, encouragement of local participation. She referred to number three of the Project Overview in MEP's "Meeting Missoula's Needs" handout and wanted to make sure that local developers are included along with regional and national developers. Kier said absolutely. He said they would love for the projects to be funded and/or developed through local talent and investors if possible. He said MEP feels that most of the local community members who are in development are aware of the opportunities and are already connected to the community here. Kier said what they are trying to do is take all of that knowledge and also go out and recruit others who may not be familiar with Missoula to make sure they have every opportunity to fulfill some of the goals. It is not meant in any way to exclude anyone locally from participating, it's meant to expand and broaden the pool of people who may be willing and able to commit funding and/or expertise to develop the projects. Buchanan said time matters with the Opportunity Zone. When you get in, dictates how much benefit you get as an investor. If the goal of this is to have one to three sites that MEP has done the due diligence on, then they can have a package ready and say to the investor that everything is in place, or here's what missing and how it can be brought into place, which will speed up the whole process and is very attractive to developers. Kier concurred. He said MEP will be looking for both developers and investors so there are Opportunity Zones and Opportunity Funds. He said there are Opportunity Funds being established all over the country that can be deployed in any Opportunity Zone. He said there are also folks on the Opportunity Zone Steering Committee who are connected to some of the local funds, so it may be the case that they are able to attract local funding to facilitate the projects. They also want to make sure they are broadening their reach as far as possible to attract as much capital as is needed to get the goals accomplished.

Kier acknowledged that this tool is new and there is a lot of uncertainty around it and its efficacy. He said MEP is trying to be out in front of that. They have been coordinating with the Mayor's Office and HCD, and have the Regional Director of Housing and Urban Development (HUD) coming next month to visit with them. HUD is rolling out a new suite of incentives that are linked to investment in Opportunity Zones. Kier said being on the front edge of this is attracting a lot of attention from the agencies that are trying to figure out how to make the most of this tool and encourage the right kind of investment that everyone

wants to see, which is to advance housing goals and advance opportunities for more job growth in the community.

Moe referred to the Timeline of Activities in MEP's "Meeting Missoula's Needs" handout and asked if items listed for July – September 2019 have been accomplished. Kier said they plan to have them complete by the end of September. He said he is joining the team that is going to Washington D.C. to advocate on the Build Grant. While he is there he is going to meet with the Economic Innovation group that has been one of the groups that has helped roll out this tool. He said his hope is to walk through MEP's project and process with them and get their advice around other communities in the country. Kier said he also hopes to talk to them about where the funds are. For instance, are they banks or financial institutions, or in foundations because a lot of the work that will happen in investing through Opportunity Zones is expected to happen through impact investment through non-profits or foundations. Moe asked if there is an additional federal approval that is necessary. Kier said no, his understanding is that it's a self-certification process when a fund is established. He said his understanding is that there is not an extra level of federal oversight for the funds to be established or deployed. The onus is on the investor to demonstrate that they followed the rules to the Internal Revenue Service (IRS) once the investment is made and the tax benefit is claimed.

Brock asked if the MRA funding of the Opportunity Zone Steering Committee requires a Request for Proposals (RFP) process. She asked who is doing the engineering and communication. Kier said MEP will use local talent but does not intend to use an RFP process. He said they will use people they know and trust who have familiarity with the sites in that effort. He said they will use an array of advisors, not one specifically. Brock said the team members are not chosen yet, but will be by October when they convene for the first time. Kier said yes. There is an Opportunity Zone Steering Committee which has already met and is made up of volunteers. They provided a lot of technical expertise to tell MEP it is headed in the right direction and is a smart use of their time and resources. MEP has two engineering firms that sit on the Steering Committee. Kier said they will reach out to a different engineering firm and hire them to do due diligence on a particular site once it has been identified. He said they will build out the due diligence around that site and that is where MEP would hire the paid technical expertise. They would also do something similar on the legal side to make sure as they go out to pitch the ideas they are legally sound in what they are conveying to people and that they have done their homework in protecting themselves and the City in terms of the way they portray opportunities here.

Moe asked Buchanan if there have to be RFPs if MRA money is involved. Buchanan said it depends on the size of the contract. What is being talked about here is under the size that requires an RFP. Moe said she would like to insert an MRA Board update into the Timeline of Activities for October – December 2019. Kier said MEP is happy to do that as often as the Board wants.

Moe said since some of the ideas originated with innovateUM, she asked if MEP has worked with the Small Business Administration (SBA) at the University. Kier said yes. He said in terms of general business support, much of this will be focused on real estate. He said there's also the opportunity to invest in businesses directly through Opportunity Zones.

That is not what MEP is focusing on in this element, but they have a monthly meeting with economic development groups in the community and SBA is involved in those meetings.

JONES: I MOVE THE BOARD APPROVE THE REQUEST TO PROVIDE \$50,000 IN FUNDING AND PARTNER WITH THE MISSOULA ECONOMIC PARTNERSHIP TO DEVELOP A PROACTIVE PACKAGE OF POTENTIAL PROJECTS AND TOOLS TO ATTRACT NEW INVESTMENT IN THE MISSOULA OPPORTUNITY ZONE.

Reineking seconded the motion.

No further discussion. No public comment.

Motion passed unanimously (4 ayes, 0 nays).

Union Block Restoration – 127 East Main Street (Front Street URD) – Request to Proceed Without Prejudice (Behan)

Behan said the entire agenda today has to do with community development in one form or another, including this project, which is a classic public-private partnership. Behan said for a number of years this building has been called the Radio Central Building. It was originally built as the Union Block in 1900. Radio Central, LLC acquired the property in 2018 and immediately started upgrading the interior which had suffered a lot of deterioration over the years. The building has three floors of office space and ground floor retail. While the offices were being upgraded the main entry door to the offices was peeled away to get to a point where it was American's with Disabilities Act (ADA) accessible. When that was done a series of columns were found underneath the metal panels. That started an intensive research into the building, conducted by David Gray of DVG Architecture & Planning PC. They found that not only was there a building underneath, but it was also magnificent. Behan said further testing showed that it may be salvageable. He said they found that the windows were encapsulated from the inside and outside. The building is still undergoing a lot of testing before they get to the point where they can come to MRA with a request for participation in bringing the original building back for the community. Behan said to make it happen they will likely have to put together a proposed conservation easement for the façade. He said this is the same thing that was done with the Wilma façade and the Pharmacy portion of the Merc. The conservation easement makes the façade of the building public for a period of time and it loosens up the ability for tax funds of any kind to be used in differing amounts than usual. It also preserves the investment well into the future.

At this point, Behan said they are figuring out what to do with various portions of the building and put together a work program that would be discussed among the designers and contractors. The owner is financially able to continue working on the building's interior and are successfully filling up the renovated spaces. Behan said staff will help put together the request and methodology on how they can get there with some sort of financing mechanism. In the meantime, Radio Central, LLC is requesting permission to proceed without prejudice to continue working on the building. Behan said Radio Central, LLC does understand that anything they do is at their own risk and that the approval of a proceed without prejudice motion does not include any approval of the project or funding in the future. Gray said there is work they need to do to be able to work on finishing the interior, which will impact some things so if they are able to get approval for a proceed without

prejudice they hope to come back next month with some funding plans and how they can restore the front of the building. He said it's truly a beautiful building.

Brock asked what triggers this project not to be just eligible for the \$50,000 Façade Improvement Program (FIP) grant. Buchanan said the Front Street URD does not have a FIP. Also, she said MRA is looking at this like it did the Wilma and Merc Pharmacy as historic preservation and restoration, not a FIP. Brock asked if any other buildings are anticipated for this in the Front Street URD. Buchanan said she hopes so. She said one of the challenges that is unique with a project like this is that there is a skin that has been put on the building in the 1950s or 1960s and there is no way to really create a budget to make a request for assistance until you know what is under there. There is no way of knowing what kind of damage has been done. She said most projects are straight forward and this is a bit of a mystery.

Gray said the material is glass enameled stainless steel filled with mortar on the backside so it doesn't warp. He said it's bolted onto the front of the building with wood and it's amazing that it is standing there. Radio Central, LLC never intended to change the façade, they found it by accident through the second floor tenant improvements, ADA ramp, and pulling off metal. Buchanan said this project will be transformative for that block if it happens.

Moe said her understanding of the façade conservation easement is that it's like a land conservation easement. The building owner gives the easement to the City to uncover and preserve the façade for the benefit of the community. The easement restricts what can be done to the façade. Behan said with the Wilma, MRA set up a review committee that was able to address issues for both the private and public sides for changes. Brock asked if Historic Preservation will be involved. Gray said yes, this building is in the downtown and they have already been talking to the Historic Preservation Officer and Development Services on what would be allowed. Gray said they are trying to bring the building back to what it was so it is a little bit different and they have to replace some materials because they don't exist anymore as far as they know. He said they still have to go through all of the design requirements that anybody in the downtown would have to do. Since it is a historic building they also have the Historic Preservation Officer involved and she is very excited to restore the building.

Moe asked if this covers a time period that starts now or does it cover the part of the discovery that has already taken place. Behan said he wrote it as if it was future oriented. In this case the proceed without prejudice is different than other projects because it is more discovery and they aren't trying to move a project forward, they are trying to figure out how they would move it forward. He said he doesn't think looking backwards is an issue if the Board chooses to do that. He said the project is good for the community and is one of those projects that people will appreciate as they drive or walk by, whether or not they ever walk into the building. Moe agreed and said the amount of work that has been done in discovery that would be included would be a minimal percentage of the entire project.

REINEKING: I MOVE THE BOARD APPROVE THE REQUEST FROM RADIO CENTRAL, LLC TO PROCEED WITH WORK ON CERTAIN PROJECT ITEMS WITHOUT PRECLUDING THOSE ITEMS FROM BEING INCLUDED IN A FUTURE ASSISTANCE APPLICATION FOR A PROJECT AT 127 MAIN STREET, ALSO TO INCLUDE ITEMS

RELATED TO THE PRESERVATION OF THE FAÇADE THAT HAVE BEEN COMPLETED TO DATE.

Brock seconded the motion.

No further discussion. No public comment.

Motion passed unanimously (4 ayes, 0 nays).

URD III Sidewalk Project 2020 – Request Authorization to Issue an RFP for Engineering, Design & Contract Administration (Gass)

Gass said over the last nine years MRA has invested over \$4.7M in tax increment in URD III for the construction of over 10 miles of sidewalk through the URD III Sidewalk Program. Gass reviewed a map of completed and missing sidewalk segments in URD III. There are also segments that require an easement to be acquired. Gass said those property owners have been approached in the past and have declined to participate in the sidewalk project. He said perhaps the City can revisit the owners, but he is not optimistic. Buchanan added that before the MRA sidewalk project, Public Works was out there trying to do sidewalks and the same owners said no.

Moe asked if Gass had an estimate on the total cost to complete the gaps. Gass said he estimates it will be about \$1.5M to finish all of the gaps. He said today's request would be for a project in the \$350,000 range and then MRA will continue to take bites out of the gaps to complete what is remaining. Moe asked if that is part of the RFP. Gass said he is starting the preliminary work to size up a project and he wants to meet with other City departments and Missoula Water to coordinate with them and help determine what the project area is. He said he doesn't have a specific project area defined, but staff is asking the Board for authorization to do an RFP now because if they wait until next month it will be pushing up against the timeline for getting it designed this winter and building it next summer.

Moe asked if the street tree planting is done. Gass said yes, trees were planted on Mary Avenue and the other streets. Marchessault said the trees are under a two-year maintenance period. Gass said if staff gets authorization from the Board to issue an RFP he will size the project up by working with other City departments, issue the RFP, select an engineer and negotiate a scope of services and project budget, and then bring it back to the Board in the coming months to be considered for approval.

BROCK: I MOVE THE BOARD AUTHORIZE STAFF TO ISSUE AN RFP FOR DESIGN, ENGINEERING, AND CONSTRUCTION ADMINISTRATION SERVICES FOR PUBLIC IMPROVEMENTS RELATED TO AN URD III SIDEWALK PROGRAM PROJECT FOR CONSTRUCTION IN 2020 WITH THE UNDERSTANDING THAT STAFF WILL LATER PRESENT A PROFESSIONAL SERVICES AGREEMENT AND SCOPE OF SERVICES BUDGET TO THE BOARD FOR CONSIDERATION.

Reineking seconded the motion.

No further discussion. No public comment.

Motion passed unanimously (4 ayes, 0 nays).

Mayor Engen said sidewalks are the unsung hero of MRA. He said what sidewalks do for low to moderate income neighborhoods is remarkable. What the City is able to do now that it has a water utility in addition to a wastewater utility is really combined resources and seized opportunities to do more good in more places more effectively and less expensively. He said the sidewalk program is a great program and he is grateful to the MRA and Gass for his work in marching it forward over the years.

NON-ACTION ITEMS

STAFF REPORTS

Director's Report

FY20 Preliminary Budget (Updated with 2019 Taxable Values)

Dunn reviewed the MRA budget with the new taxable values. She said MRA doesn't yet have the final mill levies from all of the taxing jurisdictions, but this is the second iteration of MRA's preliminary budget for FY20. Moe asked when MRA can expect the suggested allocation to fund the remittance. Buchanan said if it needs to be done quickly it can be done in September. She said she doesn't think it is pressing because the remittances don't happen until January. She said the schools are the most impacted by when the decision is made because there are two URDs that are split between two school districts, but they can't do anything with their remittance until next fiscal year anyway, which is state law. Buchanan said her preference would be to go through a prioritization of projects and things the City wants to try to accomplish with the working group that the Mayor talked about putting together and use that as a guide to determine where the remittance funds come from. Moe said she would like a report from the working group to the MRA Board by December. Buchanan said they will have to figure out the remittance in October or November. Dunn said last year the remittance package was approved in October because staff had the final mill levies at that time.

Budget Reports

Dunn said the Budget Reports are from FY19 with final invoices and numbers still coming in. There are a couple of things that haven't cleared yet and there are some gap entries that happen at the end of the year. She said she is also waiting for final administration costs to come in and once she has that number finalized from City payroll then she can make the transfers between the districts to URD III. She said URD III carries the administrative costs of the MRA. Dunn said there will also be some accruals coming in from the taxes that are accrued that MRA receives in July and August because MRA is on a modified accrual basis for its budget.

Moe asked if the MRL Park construction is complete. Marchesseault said they have a final walk through today for the 90-day period on the landscaping. She said within two weeks the contractor will submit the final invoice and retainage. Brock said the finishing touches look great.

Staff Activities Reports

COMMITTEE REPORTS

OTHER ITEMS

ADJOURNMENT

Adjourned at 1:07 p.m.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Lesley Pugh".

Lesley Pugh