

110 NW 1st Avenue
High Springs, Florida 32643



Telephone: (386) 454-1416
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**HIGH SPRINGS
COMMUNITY REDEVELOPMENT AGENCY
AGENDA
City Hall
110 NW 1st Avenue**

MAY 7, 2015

6:30 PM

CALL TO ORDER: CHAIR BYRAN WILLIAMS

INVOCATION:

PLEDGE OF ALLEGIANCE: CHAIR BYRAN WILLIAMS

ROLL CALL: AMANDA RODRIGUEZ,
CRA EXECUTIVE DIRECTOR

APPROVAL OF CRA MINUTES: APRIL 2, MARCH 5, JANUARY 22, 2015
NOVEMBER 18, OCTOBER 28 & 14, 2014

BUSINESS ITEMS

1. **FARMERS MARKET PAVILION ADDITIONAL FUNDING.**
 - **REQUEST TO INCREASE BUDGETED AMOUNT BY \$31,076.74 FOR HANDICAP RAMP, PARKING AND PAVILION COSTS. CURRENT BUDGETED AMOUNT IS \$25,000.**
2. **DISCUSSION AND CONSIDER AWARDDING BID FOR DOWNTOWN MURALS RFQ.**
3. **REVIEW COMMERCIAL FAÇADE GRANT REQUESTS.**
 - **EDWARD JONES – REQUESTING \$1645.20**
 - **TALK OF THE TOWN SALON - REQUESTING \$1004.81**
 - **LIDIA NUNES – REQUESTING \$6388.50**
 - **CITY BOYS – REQUESTING \$5780.24**

TOTAL AMOUNT AVAILABLE IS \$18,165. TOTAL AMOUNT REQUESTED IS \$14,819.75.

4. **CONSIDER PURSUING A 30 YEAR CRA EXTENSION INSTEAD OF A 10 YEAR EXTENSION.**
5. **CHAIR REPORT.**
6. **EXECUTIVE DIRECTOR UPDATE.**

ADJOURN.

PLEASE NOTE: PURSUANT TO SECTION 286.015, FLORIDA STATUTES, IF A PERSON DECIDES TO APPEAL ANY DECISION MADE BY THE COMMUNITY REDEVELOPMENT AGENCY WITH RESPECT TO ANY MATTER CONSIDERED DURING THIS MEETING HE OR SHE WILL NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. IN ACCORDANCE WITH THE AMERICAN WITH DISABILITIES ACT, A PERSON WITH DISABILITIES NEEDING ANY SPECIAL ACCOMMODATIONS TO PARTICIPATE IN COMMUNITY REDEVELOPMENT AGENCY MEETINGS, SHOULD CONTACT THE OFFICE OF THE CITY MANAGER, 110 N.W. 1ST AVENUE, HIGH SPRINGS, FLORIDA 32643, TELEPHONE (386) 454-1416.

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HIGH SPRINGS
COMMUNITY REDEVELOPMENT AGENCY MEETING
MINUTES
MARCH 5, 2015

Meeting called to order by Chair Williams 6:30 p.m.

Invocation by Chair Williams.

Pledge of Allegiance.

Roll call:

- Chair Williams – Present
- Vice Chair Evans – Present
- Member Bass - Present
- Member James – Present
- Member Jamison – Absent
- Member Sylvia Newcomb – Present
- Member Weller - Present

Staff Present:

- Amanda Rodriguez, Executive Director
- Jenny L. Parham, City Clerk
- Courtney Johnson, City Attorney

BUSINESS ITEMS

1. DETERMINE FAÇADE DEFINITION FOR GRANT PURPOSES.

The board reviewed the following items to determine what falls under the façade:

1. Paint
2. Window
3. Doors
4. Walls and Siding
5. Signage
6. Awnings and Overhangs
7. Handicap Ramps and Accessibility Infrastructure
8. Porches and Patios
9. Sidewalks and Walkways
10. Parking Lots and Driveways
11. Roofs

12. Landscaping
13. Similar Actives at the discretion of the CRA Board.

Vice Chair Evans recommended to leave all of the items and consider on a case by case basis.

Member Weller suggested including wording pertaining to visual.

Executive Director Rodriguez explained that CRA funds can only be spent on a couple of things, in regards to buildings, to improve the taxable value, to improve safety, and to get rid of blight; it needs to fit one of these to funded with CRA funds.

Motion Member Weller to accept these definitions based upon these discussions and the perimeters discussed.

Second Member Bass.

Motion carried 6 – 0.

2. REVIEW COMMERCIAL FAÇADE GRANT REQUESTS

DAVID GRAHAM INSURANCE LAW PA

Executive Director Rodriguez explained that Mr. Graham had already commenced some of the work on the dwelling that they are requesting grant money for, which is not allowed by our requirements. She adds that if we decide to fund it we will have to take out the amounts for the items that have already been started.

Member Weller states that it appears this is going to be a residence and business as well.

Mr. Graham explained the repairs to the building. He states he will not be able to finish the project without assistance.

Motion Member Newcomb to award David Graham Insurance Law \$20,000.00 to be used exclusively for siding and windows as proposed by the applicant.

Second Member Weller.

Motion Carried 5 – 1 with Member James voting against.

MCCALL'S TV SALES AND SERVICE

Heather McCall Caballero stated that no work has been started. She stated that the front façade would be replaced with a darker metal.

Mrs. Caballero stated that her husband would be doing the work; she adds that she understands that according to the CRA rules that labor cannot be reimbursed to them. She stated they are still trying to determine how they would like to blend in the signage so she did not include that in the pricing, since they will probably end up doing this themselves.

**Motion Member Weller to approve \$6,100.00 or the amount that comes in from R & M Construction for the façade and roof, not to exceed the \$6,100.00.
Second Member Newcomb.**

Mrs. Cabellero stated, since we will only be giving receipts for supplies and will not go through R & M, is this for the money value of the R & M supplies.

**Member Weller amended motion to approve the grant to up to \$6,100.00 for materials for construction.
Second Member Newcomb.
Motion carried 6 – 0.**

ANTIQUUE CENTER

Mrs. Gloskowski stated, of the two quotes presented, one quote includes a lot more than the other.

**Motion Member Weller to approve up to \$9,660.00 as requested for the façade canopy, and paint.
Second Vice Chair Evans.
Motion carried 6-0.**

HIGH SPRINGS PLAYHOUSE

Mrs. Burlison gives an overview of what they want to have done.

**Motion Member Weller to approve up to \$6,075.00 for the exterior paint job and repairing of the deck ramp.
Second Member Bass.
Motion carried 6 – 0.**

3. ADDITIONAL GRANT REQUESTS

HIGH SPRINGS MUSEUM

Executive Director Rodriguez states that this does not fall under a façade grant. She states they are requesting the full funding. She states that this is just a grant to help improve the look of public property. She states that this is located in the Old School building.

Discussion of this being a city building and should be brought before commission.

Attorney Johnson stated there are strict regulations about spending CRA money on city property and things the city should be taking care of. She adds that she can look into this and without that she would not recommend approving this.

Bob Watson, President of High Springs Historical Society and Museum, explained people have been asking for bricks honoring firemen, policeman and railroad engineers.

Attorney Johnson to research, with this being city property.

**Motion Member Weller to table until further information is received.
Second Vice Chair Evans.
Motion Carried 6-0.**

HIGH SPRINGS FARMER'S MARKET

Ms. Rodriguez requested this item be tabled as she has not received the quotes for the sign that they would like to put in.

Vice Chair Evans questioned if this would also fall under the same issue as the previous item; and before it is brought back should make sure the attorney has made a determination on the city owned property first.

Ms. Rodriguez stated it would be a sign elsewhere directing people to the Farmer's Market. Attorney Johnson to look into this before this comes back.

4. MURALS

Member Weller asked if the owners of the building have approved Murals being painted on their building.

Executive Director Rodriguez stated she had spoken with Dean Davis owner of one building and he is okay with it; he would prefer the train motif, but is willing to discuss other options. Ms. Rodriguez stated she was not sure of the owner of the other building, but will get in touch with them.

Mr. Barkman, Artist, spoke of this being a good opportunity to update the murals and catch driver's eye. He stated that the side of both of these buildings are in bad shape.

**Motion Member Weller to direct Executive Director to bring back prep cost, cost to redo murals and get owners permission.
Second Member Newcomb.**

Kelly Deese asked if the city would buy the materials in advance or does the artist have to pay out of pocket.

Motion carried 6 – 0

Motion Member Weller to direct the Executive Director to locate additional places for murals and report back to the board; and inquire if owners of the wall at Jeri's Barber shop, the wall at True Value Building, and the wall at the Antique Center of High Springs would be in favor of having the murals.

Second Member James.

Motion Carried 6-0.

5. CRA PLAN EXTENSION TIMELINE

Ms. Rodriguez states this gives a timeline starting this month on the steps to have the extension completed and finalized by February 2016.

Motion Member Weller to direct staff to draft Notice of Authority and direct the CRA Executive Director to start putting the plan together.

Second Member Evans.

Motion carried 6 – 0.

Executive Director Rodriguez suggested having a public CRA Workshop in April.

Motion Member Weller to have Public Workshop on April 2, 2015.

Second Vice Chair Weller.

Motion 6 – 0.

6. CHAIR REPORT

Chair Williams advised that February 9th, he, the Executive Director and a few others from the community met to discuss events in High Springs. He advised that the biggest issues that need to be improved were communication, updating the website, marketing programs, having workshops on how to open a business, and networking as a group.

7. EXECUTIVE DIRECTOR UPDATE

Identified over 80 businesses in the CRA District.

Gave an update on new and closed businesses.

Advised she has placed brochures at all the area springs and Camp Kulaqua.

Working with Michael Loveday on a plan to promote Music in the Park.

Working with the Farmer's Market on marketing plan.

Looking into repairing the downtown clock.

Member Bass advised she will be resigning from the CRA Board; she will be closing her business June 1st.

Motion Member Weller to adjourn.

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MARCH 5, 2015
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**Second Member James.
Chair Williams adjourned the meeting at 8:35 p.m.**

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HIGH SPRINGS
COMMUNITY REDEVELOPMENT AGENCY WORKSHOP
MINUTES
APRIL 2, 2015

Meeting called to order by Chair Williams 6:30 p.m.

Invocation by Pastor Lawrence Haley

Pledge of Allegiance.

Roll call:

- Chair Williams – Present
- Vice Chair Evans – Absent
- Member Bass - Absent
- Member James – Present
- Member Jamison – Present
- Member Sylvia Newcomb – Absent
- Member Weller - Present

Staff Present:

- Amanda Rodriguez, Executive Director
- Jenny L. Parham, City Clerk
- Courtney Johnson, City Attorney

BUSINESS ITEMS

1. OVERVIEW OF OTHER CRAS.

Executive Director Rodriguez gave an overview of the City of Gainesville CRA, city of Keystone Heights CRA, and City of Alachua CRA.

2. REVIEW OF ANNUAL REPORT.

Executive Director Rodriguez gave an overview of all grants and accomplishments for the CRA for the year. She advised of the social media use to get information out on the web, working on a project with downtown sidewalks and partnering with the rails to trails project in the next couple of years.

3. DISCUSSION ON CRA EXTENSION PLAN.

Executive Director Rodriguez advises that the CRA is set to expire in 2016 and the need for them to submit a 10 year extension plan. She advises it is better to have more in the plan than less; if it is not in the plan you cannot work on the project. She stated that she and Chair Williams have met with citizens, business owners and city staff to see what they think the needs would be for the next 10 years.

ECONOMIC DEVELOPMENT

Ms. Rodriguez states we want to first focus on economic development and presented programs to help the small businesses in the CRA district. She advised that most of these programs would be public/private partnerships.

PUBLIC INFRASTRUCTURE

Ms. Rodriguez stated they would like to look at restriping or repaving parking lots and maybe creating a few more. She advised of looking into renovations to the old school.

Member Jamison asked if the traffic light can be look into; someway to have traffic move through better.

Lawrence Haley spoke of the problem with pedestrians walking into traffic downtown and possibly changing the parking downtown.

Nancy from Sally's Sensibles spoke of trucks coming down Main Street and there being only one crosswalk at one end. She states she would like the speed limit downtown looked into and having a flashing sign for pedestrians.

Elaine Gudbrandsen spoke of her concerns with the truck traffic downtown and parking issues.

David Lynch spoke of vacant, rundown properties in the old part of town, urban decay, and possibly a grant to purchase these properties.

HOUSING

Ms. Rodriguez stated she rode around town and has seen some properties that would fit into the blight category. She stated that there are not many rental properties within the CRA and that they may want to look into how we can increase rental properties within the district.

VISUAL ENVIRONMENT

Ms. Rodriguez spoke of the importance of the look of the area for people to want to come to town to visit. Spoke of having a partnership program for keeping the downtown clean. Spoke of having guides with all the business information that would be easily updated, to have at each business for visitors to have as a reference and a map.

SENSE OF COMMUNITY

Ms. Rodriguez spoke of wanting to do a renovation of the old jail.

John Kennedy asked how many times we are going to remodel the old school house. Chair Williams advised that it has not been completed. Member Weller gave an overview of the grants received for the old school and what they covered.

FUNDING

Ms. Rodriguez spoke of the funds that come to the CRA having to be spent within the CRA. She spoke of the need for partnerships and grant funding.

Ms. Rodriguez spoke of helping the downtown businesses with a grant program to come up to compliance on fire code and ADA regulations.

Spoke of community policing with events and policies in this regard.

Ms. Rodriguez advised that funds can be used to help with Parks and Recreation as long as it is within the CRA district. She spoke of putting in a new civic center at James Paul Park and improved access to the park as well. Member Weller stated she would like to see a master plan for James Paul Park.

Ms. Rodriguez spoke of putting in a playground downtown by the Farmer's Market. Member Weller spoke of putting in the option for CRA funding the paving of the rail to trail in this park area with some park benches and such.

COMMUNICATION

Ms. Rodriguez spoke of the importance of getting the information out there; they will do this with maps, brochures, website, and through community collaboration.

Chair Williams stated he was impressed with the events that Gainesville and Keystone Heights had; would like to come up with some ideas for events here in High Springs. Ms. Rodriguez states that the events are not actually CRA events but partnerships that they help promote. She spoke of a possibility of next year a 5K coming through High Springs and the CRA sponsoring this event.

Member Jamison stated that it was nice to see the business owners present and thanked them for coming. Spoke of the importance of signage.

Lawrence Haley spoke of land by the Nazarene Church being for sale.

Barcia from Caring Pharmacy wanted to thanked the CRA Executive Director for coming on their first day to offer help if needed and made them feel welcome.

**CRA WORKSHOP
MINUTES
APRIL 2, 2015
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Ms. Nunez stated she came to the meeting today because Ms. Rodriguez sent them information and invited them to come to the meeting; spoke of Ms. Rodriguez doing a good job.

Chair Williams gave information on informational CRA meetings around the State.

Motion Member Weller to adjourn.

Second Member James.

Chair Williams adjourned the meeting at 7:33 p.m.

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HIGH SPRINGS
COMMUNITY REDEVELOPMENT AGENCY MEETING
MINUTES
JANUARY 22, 2015

Meeting called to order by Chair Williams 5:07 p.m.

Invocation by Chair Williams.

Pledge of Allegiance.

Roll call:

- Chair Williams – Present
- Vice Chair Evans – Present
- Member Bass - Present
- Member James – Present – arrived at 5:50 p.m.
- Member Jamison – Absent
- Member Sylvia Newcomb – Present
- Member Weller - Present

Staff Present:

- Amanda Rodriguez, Executive Director
- Jenny L. Parham, City Clerk
- Courtney Johnson, City Attorney

BUSINESS ITEMS

REVIEW AND AMEND CRA 3 YEAR PLAN GOALS.

Members reviewed 3 year plan goals. CRA Executive Director Amanda Rodriguez stated she spoke to Visit Gainesville about the grant for the billboard.

Discussion on painting a moral. Member Newcomb stated she can talk to a member of her church about doing this or if she knows someone that would paint them.

Dean Davis stated that Larry Behnke painted the moral on his building.

CRA Executive Director Rodriguez spoke of the CRA helping organizations with events. Mayor Weller spoke of coming up with a list of events we may suggest.

CRA Executive Director Rodriguez stated she is meeting with Camp Kalaqua next week about putting out our city brochure.

Discussion on the sidewalks downtown.

Dean Davis stated that going back to parallel parking would double the size of the street. Encouraged that we go back to parallel parking. Spoke of the need for cigarette butt garbage receptacle.

Discussion on the Rails to Trails. Mayor Weller gave an overview of the rail bank process. Suggested that the CRA explore the cost for putting, at least, in the CRA area asphalt down.

SET DESIGNATED GRANT APPLICATION DEADLINES AND AWARD DATES. CHANGE FROM AWARDING GRANTS THROUGHOUT THE YEAR TO GRANTING AWARDS FOUR TIMES A YEAR. THE SUGGESTED FOUR TIMES FOR AWARDING GRANTS ARE NOVEMBER, FEBRUARY, MAY, AND AUGUST. COMPLETE GRANT APPLICATIONS WOULD BE DUE TEN DAYS PRIOR TO THE AWARD DATES.

CRA Executive Director Rodriguez stated, after speaking with past applicants and recipients of grant funds, she would like to have set dates to award the grant funds from the CRA. She stated this would assist us in making sure we have all proper documentation and applicants do not feel rushed.

Member Weller stated she was not sure what way would work best, but we can try.

Member Newcomb spoke of some projects which received grant funds being completed and others not. CRA Executive Director Rodriguez stated that there was a disconnect and there were some that did not know they had been awarded the grant funds.

CRA EXECUTIVE DIRECTOR IS SEEKING DIRECTION FOR THE TEN YEAR PLAN. A TIME-LINE NEEDS TO BE ESTABLISHED DETAILING WHAT ENTITIES WILL COMPLETE THE DIFFERENT PARTS OF THE PLAN AND WHEN THE DIFFERENT PARTS NEED TO BE COMPLETED.

CRA Executive Director Rodriguez advised that she had contacted the NCFRPC and they were unaware that we had a plan that needed to be completed. They did state that they would help us with it. Ms. Rodriguez advised she had also spoken with the County and we needed to have this submitted by June 2016, and would need to have it to them in enough time to have it reviewed.

Discussion on having a workshop for ten year plan.

Consensus to have the Executive Director get with Planning Board and then get with the City Clerk to Contact all the CRA members to schedule a workshop.

SET DEFINITION FOR FAÇADE AS IT RELATES TO CRA ADMINISTERED GRANTS.

**CRA
MINUTES
JANUARY 22, 2015
PAGE 3 OF 3**

CRA Executive Director Rodriguez advised of the confusion on what the definition of Façade is when citizens are applying for the grant funds. She stated she gave, to each of the CRA Members, samples of the definition for Façade that other cities use.

Discussion on what the definition should incorporate.

Ms. Rodriguez states she has written down the suggestions and asked that they email her any other information that they would like incorporated and she will put together a definition to bring back to the board.

UPDATES ON PAST, PRESENT, AND POSSIBLE FUTURE CRA ADMINISTERED GRANTS.

CRA Executive Director Rodriguez gave an overview of past, present and possible future CRA Grants.

Teresa Martin asked if she is in the CRA District. Member Weller stated no. Ms. Martin stated she lives in a very historic home and maybe it could be considered. Chair Williams states the CRA District is different than the Historic District. Ms. Martin asks about the Rails to Trails. Member Weller states the county has applied to rail bank the railroad tracks.

Attorney Johnson advised that Carol Westmorland, Director of the Florida Redevelopment Association, is coming to give a presentation on CRA's at the City of Newberry on Monday evening at 5:30 p.m. ; she would love to have all of you come out. Attorney Johnson stated it is great for new information and/or a refresher on CRA's. She also advises there will be a question and answer period at the end of the presentation.

Member Weller requested that we schedule CRA meetings on a separate day from Commission Meetings. She states that we have a member that cannot be here when they are at 5:00 p.m.

Member Weller stated that the front of Hair and Nail Depot, Ms. Blankenship's property, looks great.

Teresa Martin made a recommendation that the Main Street USA program has micro grants available to help with utilities to help keep their doors open. She states maybe that could help our down to thrive.

Motion Member Weller to adjourn.

Second Vice Chair Evans.

Chair Williams adjourned the meeting at 6:12 p.m.

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HIGH SPRINGS
COMMUNITY REDEVELOPMENT AGENCY MEETING
MINUTES
November 18, 2014

Meeting called to order by Chair Weller 6:00 p.m.

Invocation by Chair Weller.

Pledge of Allegiance.

Roll call:

- Chair Weller – Present
- Vice Chair Barnas – Present
- Member Bass - Present
- Member Gestrin – Present
- Member Jamison – Absent
- Member Sylvia Newcomb – Present
- Member Williams – Present-left at

Staff Present:

- Ed Booth, Executive Director/City Manager
- Angela Stone, Assistant City Clerk
- Courtney Johnson, City Attorney

BUSINESS ITEMS

REVIEW AND CONFIRM RANKING OF CRA EXECUTIVE DIRECTOR APPLICANTS.

Chair Weller stated that the top pick overall was Amanda Rodriguez, according to the tally.

**Motion Vice Chair Barnas that we accept the tally for candidates.
Second Member Williams.**

Motion Carried 5-1 with Member Gestrin opposing.

OFFER POSITION TO NUMBER ONE RANKED APPLICANT.

Chair Weller offered Ms. Rodriquez the position, and asked if she would accept. Ms. Rodriquez stated she would.

Chair Weller asked when she could begin. Ms. Rodriquez stated any time after December 1, 2014.

Chair Weller asked if she has walked through the city. Ms. Rodriquez stated she has driven through the city a few times but was familiar with the city.

Vice Chair Barnas advised that he will be leaving and introduced Gloria James. He stated he will make himself available anytime. He stated that he has been involved and will have a lot of information.

REVIEW AND APPROVE CRA FAÇADE GRANT AGREEMENT.

Chair Weller questioned the wording regarding the lease being transferred. Attorney Johnson stated that should be out. She stated this issue has come up before whether we wanted to impose anything on selling of the residential property as we do on businesses. She was not sure if we wanted to enforce this.

Member Gestrin questioned why we have that kind of string. She states she feels it is not necessary. She thinks this is another unnecessary government control. She states that you are controlling someone's life.

Member Newcomb spoke of past issues regarding recipients not producing records when asked.

Attorney Johnson spoke of the conditions in the applications.

Member Gestrin states she understands the intention, but it is trying to micromanage. She states what is being described is an element of trust. She states she objects to the job description of the CRA Director as there is a transfer of power.

Member Barnas asked, of the members that object to this, what they suggest. Member Gestrin stated take it out. Attorney Johnson stated there is no statutory requirement to have this.

Member Barnas states he thinks it is a good provision.

Chair Weller stated that they could come in and flip the property.

Member Williams states it is not to put a hindrance on someone; it is to not have people take money and then make a profit.

Member Bass states that she does not think you should hold anyone accountable who wants to improve their property within the CRA District. She thinks that you are penalizing them. She states that she is speaking for the businesses in this town.

Chair Weller states it is still tax payer dollars. She states that as board we have a responsibility to protect what is happening.

Member Gestrin asked how this is to be enforced and who is going to oversee.

Vice Chair Barnas stated we need to move forward with this. He wants this to get started.

Motion Vice Chair Barnas to approve the Façade Grant as written.

Second Member Williams

Motion Fails 3-3 with Member Bass, Member Newcomb, and Member Gestrin Opposing.

Motion Member Williams to approve the Facade Grant with the removal of section 2.4 from the agreement.

Second Vice Chair Barnas.

Member Newcomb spoke of the agreement stating that the resident needs to communicate with the director and it should be that the director should have to report to the board.

Attorney Johnson stated that the director handles the problems with applications, the director can give you advice and then they come before the board. She states that it is more of an issue of what your expectations of the executive director are and, this could be addressed in the employment contract.

Member Gestrin states she does not want us to rush through things to get it started. She talks of transparency. She speaks of the job description not mentioning the commission.

Vice Chair Barnas states that we can move this forward, see how this works and make changes down the road.

Motion carried 6-0.

REVIEW AND APPROVE CONTRACT WITH NUMBER ONE RANKED APPLICANT.

Attorney Johnson asked if the one year term was acceptable. Consensus for a one year term.

Attorney Johnson gave an overview of the contract.

Member Bass asked about the CRA owned property. Attorney Johnson states the CRA does not currently own property, but can own property.

Discussion on an evaluation and time frame of such.

Consensus to have an annual evaluation but leave it open since the director is new.

Member Gestrin states she is still concerned that the commission not being mentioned and there is not accountability.

Member Newcomb states that her understanding is that it is made up of the commission and two business representatives from High Springs. Chair Weller stated it is set up that way by Ordinance.

Member Gestrin suggested Member Newcomb go back and listen to the last two meetings and how they are thinking of not having commissioners on the board. Chair Weller stated that is not correct and explained the issue.

Motion Vice Chair Barnas to change the wording from 6 months to annual evaluation in Section 4. Second Member Bass.

Motion carried 6-0.

Discussion on removing the wording of across the board cost of living increase if given to regular city employees. Consensus to remove.

Chair Weller states the language for retirement should reference FRS.

Member Bass spoke of the CRA Director's need of a city cell phone.

Member Gestrin states that she thinks we are rushing the contract.

Consensus to supply director with city cell phone.

Mr. Booth spoke of the need to join the FLC League of Cities CRA.

Motion Vice Chair Barnas to accept contract for the Executive Director with changes made. Second Member Williams.

Motion passes 5-1 with Member Gestrin opposing.

Chair Weller thanked Vice Chair Barnas and Member Gestrin for serving on the board and looking forward to their input in the future.

Mr. Booth stated lights are up, banners are being put out and we will sweep the downtown. Friday is the Tree Lighting; but we will light the small tree as the new one does not have lights on it as there is not power at this location yet.

Motion Vice Chair Barnas to adjourn.

Second Member Williams

Chair Weller adjourned the meeting at 7:18 p.m.

BUSINESS ITEMS

1. INTERVIEW THE FOLLOWING APPLICANT FOR THE POSITION OF EXECUTIVE DIRECTOR:

A) EMMA TIRELLA

Member Newcomb asked, how she would promote the knowledge of what the CRA is and how it benefits the community of homeowners and business owners in this district. Ms. Tirella spoke of sending emails, mailing information and direct contact.

Member Gestrin asked, how you motivate yourself to do a good job. Ms. Tirella states that she loves developing business, developing growth, and loves a challenge.

Chair Weller asked, what do you see as the most import issues to be tackled as a CRA Director. Member Tirella spoke of analyzing costs and focusing on projects that would have a direct impact on the community.

Member Jamison asked, 100 days from when you are hired what will you be telling us. Ms. Tirella stated it really depends on the projects; reporting on the steps taken for whatever projects are on the table.

Member Jamison asked what do you see happening in the first 100 days specifically. Ms. Tirella stated project set up with spreadsheets and displays.

Member Williams asked, what is your strategy on working with other people and organizations. Ms. Tirella spoke of being open minded and listening to their needs and concerns. She stated she would have to research and see what is needed to fulfill the project and to bring all together.

Member Newcomb asked what do you see as a major contribution that the CRA Director offers to a town the size of High Springs. Ms. Tirella spoke of High Springs being a historical community. Stated that details need to be paid attention to, the need to make sure finances are analyzed and making sure all requirements are being met in a project.

Member Gestrin asked, how are you going to report back to the board and maintain accountability. Ms. Tirella stated that would be up to the preference of the board. Spoke of doing spreadsheets, slideshows, and mapping; this would depend on the project and what the board is requesting.

Chair Weller asked, what experience do you have with dealing with a board and how would you ensure that it would be an effective relationship. Ms. Tirella states that she has not had experience with a board in the public sector; most of her experience has been with corporations and commercial development boards. She spoke of outlining her projects and completing projects within the timeframe needed.

Member Jamison asked her vision on if this is individualized to help businesses or more global; piecemeal of more full scope endeavor. Ms. Tirella states she thinks it is full scope. She states that the individual business owners would benefit along the way, but would benefit the community.

Member Williams asked her definition of economic development. Ms. Tirella states that it is creating opportunities that would allow people an opportunity to begin, grow business, create jobs, but still keep the feel of the city.

Ms. Tirella gave a brief outline of her experience.

Chair Weller states this concludes the interviews.

2. RANK APPLICANTS.

Chair Weller asked that they rank the applicants with points, with three points being given to the top candidate, send them to Mrs. Parham, and Mrs. Parham will add the points.

Member Gestrin questioned who created the job description for the director.

Chair Weller advised that it came from Lake City's website and we modified it a little.

Member Gestrin spoke of her concern that there is a transfer of power. She stated that she would like the attorney to review.

Member Jamison states he feels, who the CRA Director reports to, can be addressed in the contract.

Member Gestrin spoke of that not addressing her concerns as the advertisement is a legal document and that is what the applicants responded to. She spoke of being cautious, the change in liability insurance and several lawsuits being filed.

Discussion on transfer of power.

3. CONSIDER AUTHORIZING ATTORNEY TO DRAFT CONTRACT WITH THE NUMBER ONE RANKED APPLICANT.

Chair Weller adjourned the meeting at 6:30 p.m.

110 NW 1st Avenue
High Springs, Florida 32643



Telephone: (386) 454-1416
Facsimile: (386) 454-2126
Web: highsprings.us

HIGH SPRINGS
COMMUNITY REDEVELOPMENT AGENCY MEETING
MINUTES
October 14, 2014

Meeting called to order by Chair Weller 6:01 p.m.

Invocation by Chair Weller.

Pledge of Allegiance.

Roll call:

- Chair Weller – Present
- Vice Chair Barnas – Absent
- Member Bass - Present
- Member Gestrin – Present
- Member Jamison – Absent
- Member Sylvia Newcomb – Present
- Member Williams - Absent

Staff Present:

- Ed Booth, Executive Director/City Manager
- Jenny L. Parham, City Clerk
- Courtney Johnson, City Attorney

Chair Weller states she would like to amend the agenda to add clarification of the type of position available.

Motion Member Gestrin to amend the agenda to include discussion on the memorandum from attorney's office on classification of position.

Second Member Bass.

Motion carried 4 – 0.

Chair Weller outlined the memo sent from Attorney Johnson regarding classification of position.

Attorney Johnson gave an overview of the concerns with this position being an individual contractor.

Discussion on whether it should be an employee or contract position.

Attorney Johnson explained the position could still be an employee but have a contract that spells out the duties.

Chair Weller states she is in favor of having the position be an independent contractor as the board had already voted for.

APPROVAL OF MINUTES OF AUGUST 11 AND SEPTEMBER 6, 2014.

Motion Member Bass to approve the minutes of August 11 and September 6, 2014.

Second Member Newcomb.

Motion carried 3 – 1 with Member Gestrin opposing.

BUSINESS ITEMS

DETERMINE ORDER OF INTERVIEWS FOR THE FOLLOWING APPLICANTS FOR THE POSITION OF EXECUTIVE DIRECT:

- A) BASTI GONZALEZ
- B) AMANDA RODRIGUEZ
- C) EMMA TIRELLA
- D) SHAO-MING ZHANG

Chair Weller states it was determined at the last meeting to draw names to determine the order of the interviews. Advised applicants that they will be asked two questions by each board member.

Mrs. Parham, City Clerk, advised that only two applicants were in attendance, Ms. Gonzalez and Ms. Rodriguez; but one applicant had advised that he, Mr. Zhang, could not attend tonight and is requesting that he be interviewed on a different day, which is up to the board.

Motion Member Bass to interview the two applicants present and not rescheduling for applicants that could not be present.

Chair Weller passed the gavel to Member Gestrin, to second motion.

Motion fails with Member Gestrin and Member Newcomb voting against.

Chair Weller suggested that when the additional two applicants are interviewed that the two applicants present be notified of that meeting as well.

Chair Weller resumed gavel and drew names in order of: Mr. Zhang, Ms. Tirella, Ms. Gonzales, and Ms. Rodriguez.

2. INTERVIEW APPLICANTS IN ORDER CHOSEN.

Basti Gonzales

Member Newcomb asked, as director how would you promote, increase knowledge of what the CRA can offer to the business community as well as the homeowners which are in the CRA District.

Ms. Gonzales spoke of the need to start by sending letters and going door to door to let them know grants are available.

Member Bass spoke of qualification requirements; states the application does not show anything that met the specific requirements. Member Bass asked why do you think you are qualified for the position. Ms. Gonzales states she is State Licensed in banking and financing; she has been a merchant since she was 11 years old; she knows this city and its merchants through working with them; she knows facades; has worked with private and public sector; with this she feels she is qualified.

Member Gestrin asked, what assurances can you give to keep the CRA and Commission informed. Ms. Gonzales responded that she feels that it is the job of the Executive Director to let the board know everything; it has to be a cohesive relationship.

Chair Weller asked, what do you see as the most important issues to tackle as the CRA Executive Director. Ms. Gonzales responded, to get three year plan done, we need parking, need to start working with our merchants with their facades, and need to make the city safer and more pedestrian friendly. Spoke of the importance of the three year plan.

Member Newcomb asked about grant writing experience. Ms. Gonzales responded she helped with the Farmer's Market Pavilion grant.

Member Bass asked, how do you feel about a billboard on the interstate, a walking map, and helping businesses that are already here. Ms. Gonzales responded, been here nine years, always wanted to hold A Merchants of the Roundtable. She states that the CRA needs to hear our merchants and act. Wants merchants to know we are taking care of them. Spoke of Save America.

Member Gestrin asked, what are things you want to address on a daily basis? Ms. Gonzales spoke of following procedure on what the board is wanting accomplished. She states it is the dais that makes the decision, she would be here to research what she thinks would be best for the city.

Member Gestrin asked, how do you motivate yourself? Ms. Gonzales states motivation comes from one's self.

Chair Weller asked what experience do you have dealing with a board and how would you assure you have an effective relationship with the board. Ms. Gonzales responded that she has been dealing with the commission, planning board, and housing board for years. She states she thinks it is about having a trust, trust relationship.

Amanda Rodriguez

Member Gestrin asked, why did you apply and how are you going to make a difference. Ms. Rodriguez spoke of her love of government, working for the people and taking that responsibility very seriously. She states she has lived in this area for over 20 years. She states in a small town you can make a big difference because the people are invested in it.

**CRA
MINUTES
OCTOBER 14, 2014
PAGE 4 OF 5**

Member Bass asked in regards to qualifications, see you are obtaining a Master's Degree online, will you have time to dedicate yourself to this position. Ms. Rodriguez spoke of having to work all through college; and that neither her grades nor her job performance has ever suffered.

Member Newcomb asked, as the Executive Director how would you promote, increase knowledge about the CRA and what it has to offer to both the businesses and homeowners in the CRA District. Ms. Rodriguez spoke of having over seven years of marketing experience and community engagement. Member Newcomb asked how she would do this, door to door or mailing. Ms. Rodriguez stated that since it is such a small area she thinks that door to door would be great; which would provide for her to connect and get to know the citizens.

Chair Weller, asked, what do you see as the most important issue(s) to be tackled as a CRA Director. Ms. Rodriguez stated that she has not seen our plan, She spoke of keeping the small town feel, while facing the challenges of a decreased budget. She spoke of the importance of having the citizens that live in High Springs and work in Gainesville to come back and shop and eat in High Springs. She spoke of the importance of having a livable city; a place where you want to spend weekends and have your family come to visit.

Member Gestrin asked, how do you assure accountability to the board and how do you stay motivated Ms. Rodriguez spoke of the importance of communication and being big on communication. She states with government it needs to be open and very clear. She states that she is motivated by doing a good job.

Member Bass asked her feelings on the full page ad, the walking map and the billboard. Ms. Rodriguez spoke of the importance of marketing and her experience in marketing. She adds that her husband works at Camp Kulaqua, if we could work with them on putting our brochure in all the rooms there it could make a huge difference.

Member Newcomb, asked about her grant writing experience and what are some of the grants she has experience with. Ms. Rodriguez stated she wrote three and worked on several others. She gave an outline of those grants. She spoke of grants being scarce, but being comfortable writing grants.

Chair Weller asked about her experience with working with boards and how would you ensure you have an effective relationship with the board this. Ms. Rodriguez spoke of having experience dealing directly with boards with previous employment. She spoke of dealing with the Alachua County Board of Commissioners and the City of Gainesville Commission with getting resolutions passed and with grants. She adds that she understands the dynamics of a board.

Ms. Rodriguez questioned what the long and short term goals were for this board. Chair Weller stated that we can have the goals given to you as well as the other applicants.

Ms. Rodriguez questioned why the board was switching from the city manager serving as executive director to and independent person. Mayor Weller advised, nothing against our manager, that the city manager has a lot of other duties and the board would like someone that is more accountable and focused on their goals.

Ms. Rodriguez asked how are grants evaluated to make sure it is meeting what the requirements are. Chair Weller stated we have our own grants and agreements; we rely on our attorney and the State CRA association.

3. RANK APPLICANTS.

Will wait until other applicants are interviewed.

Discussion on scheduling meeting for second set of interviews.

**4. CONSIDER AUTHORIZING ATTORNEY TO DRAFT CONTRACT WITH THE
NUMBER ONE RANKED APPLICANT.**

Stephanie Beak asked if the two applicants interviewed tonight will reinterview in front of the board members that were not here. Chair Weller stated that the absent board members can go online and listen to the interviews.

Chair Weller adjourned the meeting at 7:21 p.m.

110 NW 1st Avenue
High Springs, Florida 32643



Telephone: (386) 454-1416
Facsimile: (386) 454-2126
Web: <http://city.highsprings.com>

CITY OF HIGH SPRINGS BID OPENING LOG SHEET

Project Name: Downtown Mural
Bid Opening: May 4 @ 2:15 pm

Bidder	Total Bid Amount	Comments
Brian Barkman	\$15,000	NA

Bids Opened By: Amanda Rodriguez Date: 04/02/15

Bids Opened By: Amanda Diehl Date: 04/02/15

REQUEST FOR QUALIFICATIONS

The High Springs Community Redevelopment Agency is now accepting bids for the wall preparation and painting of two public art murals in Downtown High Springs at Railroad Avenue. The new murals will cover and replace the existing murals.

Specifications are available by contacting CRA Executive Director Amanda Rodriguez at 386-292-3921. Experienced artists are invited to submit bids.

Interested artists should submit sealed bids, marked, "Downtown Murals" along with proof of experience, including photographs, and mural sketches, drawings, or paintings, along with a cost proposal to: CRA Executive Director, City of High Springs, 110 NW 1st Avenue, High Springs, Florida 32643, no later than 2:00 p.m., Monday, May 4, 2015.

THE CITY OF HIGH SPRINGS RESERVES THE RIGHT TO SELECT THE ARCHITECT WITH QUALIFICATIONS THAT BEST MATCH THIS PROJECT.

PUBLISH: ALACHUA TODAY
April 23 & 30, 2015

To: Community Redevelopment Agency
Attn: Executive Director

From: Brian Barkman

Date March 6, 2015

Amanda,

Following is a breakdown of the work and costs related to the two murals discussed at last Thursday's CRA meeting.

1. Walls must be hand scrubbed with a mild solution to remove any chalking paint and dirt.
 - a. I suggest that a power washer should not be used because of the age and condition of both buildings.
 - b. Allow 7 days to dry and cure.
2. A latex sealant applied to assure proper bonding and water proofing.
Allow 7 days to dry and cure.
3. A primer coat of white latex applied as a base coat.
 - a. Steps 2 and 3 will be done by hand no spraying will be done.
 - b. Allow 7 days to dry and cure.

Costs for items 1,2 and 3	\$ 5,000.00
Cost of mural on first building	5,000.00
Cost of mural on second building	<u>5,000.00</u>
	\$15,000.00

Suggested payment schedule-- \$5,000 down
5,000 upon completion of first mural
5,000 upon completion of second mural
Total \$15,000.00

Please allow at least 6 months (weather permitting) for completion of these two murals,so work needs to begin as soon as possible.

Thank You,
Brian
(any questions call me @ 352-231-0851)



PAINTINGS FOR SALE

CUSTOM PAINTINGS OR MURALS

PER YOUR REQUEST

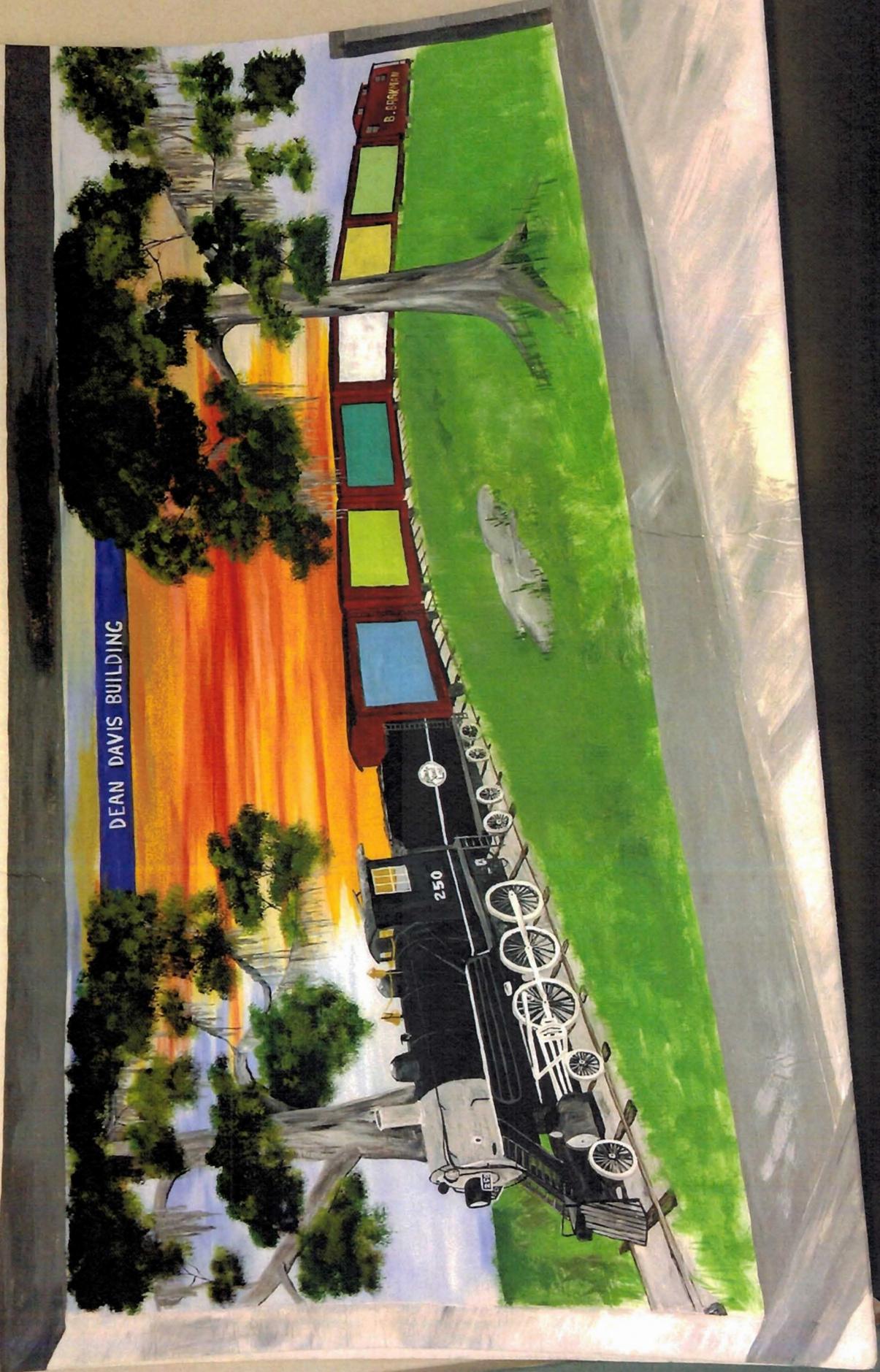
**PLEASE CALL BRIAN BARKMAN
352-231-0851**







DEAN DAVIS BUILDING



110 NW 1st Avenue
High Springs, Florida 32643



Telephone: (386) 454-1416
Facsimile: (386) 454-2126
Web: highsprings.us

CRA FAÇADE IMPROVEMENT GRANT PROGRAM
GRANT APPLICATION
Business Application
(Revised September 6, 2013)

RECEIVED
APR 27 2015

I. Applicant / Business Information

Please type or print

Applicants' Name: Kelly Barber
Mailing Address: 65 NW 1st Ave
City / State / Zip Code: High Springs, FL 32615
Phone / Fax / Email: 386-454-3336 / same as below
Property Address: 65 NW 1st Ave & 75 NW 1st Ave
City / State / Zip Code: High Springs, FL 32643
Business Name:* Edward Jones
Business Owner: Kelly Barber
City / State / Zip Code: High Springs, FL 32643
Phone / Fax / Email: 386-454-3336 / same
Property Owner: Kelly + Christy Barber
Mailing Address: 65 NW 1st Ave
City / State / Zip Code: High Springs, FL 32643
Phone / Fax / Email: 386-454-3336 / Kelly.barber@edwardjones.com

*If the business is a partnership, attach a sheet listing name, address, and telephone number of each partner.

*If the business is a corporation, attach a sheet listing name, address, and telephone number of each shareholder and officer

who owns any portion of the corporate stock. Publicly held companies are exempt.

II. Description of Façade Improvement

Please provide a brief description of the planned façade improvement: [attach sheets as necessary]

replace awnings & paint building front

Attach a drawing or rendering of the planned façade improvements, as well as any additional descriptive material.

Attach at least two (2) photos of the building façade in its current condition.

Estimated time of completion of entire project: 6 months

III. Cost of the Façade Improvements

Please provide cost estimates for the planned façade improvements.

Architectural Façade Renovation: \$ 1070⁰⁰

Replacement or Installation of Windows and/or Doors: \$ _____

Replacement or Installation of Permanent Awnings: \$ 2822.40

Structural Alterations or Accessibility Improvements: \$ _____

Landscaping and Irrigation: \$ _____

Other: _____ \$ _____

Total Project Cost: \$ 3892.40 AR

Grant Funds Requested: (See page 3 for grant limits) \$ ~~3892.40~~ 1946.20

Please attach an itemized listing of costs or estimates from a minimum of two (2) licensed contractors. ✓

IV. Applicant's Acknowledgements

Please read and initial all of the following:

KB The undersigned applicant agrees to enter into a Façade Improvement Agreement with the Community Redevelopment Agency ("CRA") should it receive a grant from this Program.

KB The undersigned applicant agrees to utilize any grant funds received in strict conformance with the guidelines set forth by the CRA.

KB The undersigned applicant acknowledges that the grant application must receive approval by the CRA before any construction can commence. No grant will be awarded on an application if work has been started or completed.

KB The undersigned applicant acknowledges that if the grant application is for buildings/properties within the Historic District, the undersigned applicant must receive all applicable Certificates of Appropriateness from the Historic Preservation Board before any construction can commence.

KB The undersigned applicant acknowledges he/she shall be required to obtain proper permitting through the Planning, Development and Codes Department before any application will receive an "approved" grant award. This includes any changes required to obtain a building permit. Variances and/or zoning change requests must be handled prior to award approval.

KB The undersigned applicant acknowledges that "cash receipts" submitted for reimbursement will not be accepted due to auditing requirements - NO EXCEPTIONS. The undersigned applicant shall pay for materials and services by check, money order or by credit card. Verification of payment shall be submitted with reimbursement request.

KB Only properties located within the Community Redevelopment Area are eligible for this grant.

KB All grant recipients must complete a W-9 Tax Form and will receive a 1099 Tax Form for their award.

KB The project must be completed in a timely fashion in strict accordance with the timeframe specified by the CRA within the Façade Improvement Agreement. In the event an extension is needed beyond the timeframe set in the Façade Improvement Agreement, the Grant Recipient must petition the CRA for approval documenting the reason for the delay.

KB The CRA shall disburse funds to the grant recipient only upon demonstration that the work has been completed, but the entire project is not required to be completed prior to the distribution of funds. The CRA may distribute funds throughout the project.

KB The CRA shall have no liability for workmanship, design, or construction related to the project receiving grant funds under this program.

KB The undersigned applicant agrees to allow the CRA to photograph the project for use in future publications should the undersigned receive a grant under this Program.

V. Funding

Please **read and initial** all of the following indicating your acknowledgment and acceptance of the guidelines below:

KB Under this grant program the applicant may request up to \$35,000 for single story buildings or up to \$40,000 for two story buildings. Please check the appropriate box below.

- .. Single Story Building
- Two Story Building

KB Grant funds shall be used for up to 50% of total project costs, not to exceed \$35,000 for single story buildings and \$40,000 for two story buildings.

KB Applicants must match grant funds dollar-for-dollar for goods and/or services.

KB Work done by building owner or applicant will not be funded for labor.

KB Applications will be evaluated by the CRA at a public meeting and scope and amount of grant will be determined on a case by case basis.

KB The CRA may make disbursements of funds to the Grant Recipient based upon the percentage of project completion.

VI. Checklist

Only completed applications will be accepted so please be sure you submit the following with this application:

- .. List of all business owners including name, address and telephone number.
- .. Drawings or renderings of the planned façade improvements, as well as any additional descriptive material. Additional drawings or renderings may be required at the request of the CRA depending on the scope and nature of the project.
- .. Two (2) current photographs of the façade in its current condition.
- .. Itemized list of costs or estimates from a minimum of two (2) licensed contractors.
- .. Completed W-9 Tax Form.

VII. Applicant's Signature

Kelly Barber
Applicant's Name (Printed or Typed)

4-24-15
Date


Applicant's Signature

4-24-15
Date

STATE OF FLORIDA
COUNTY OF ALACHUA

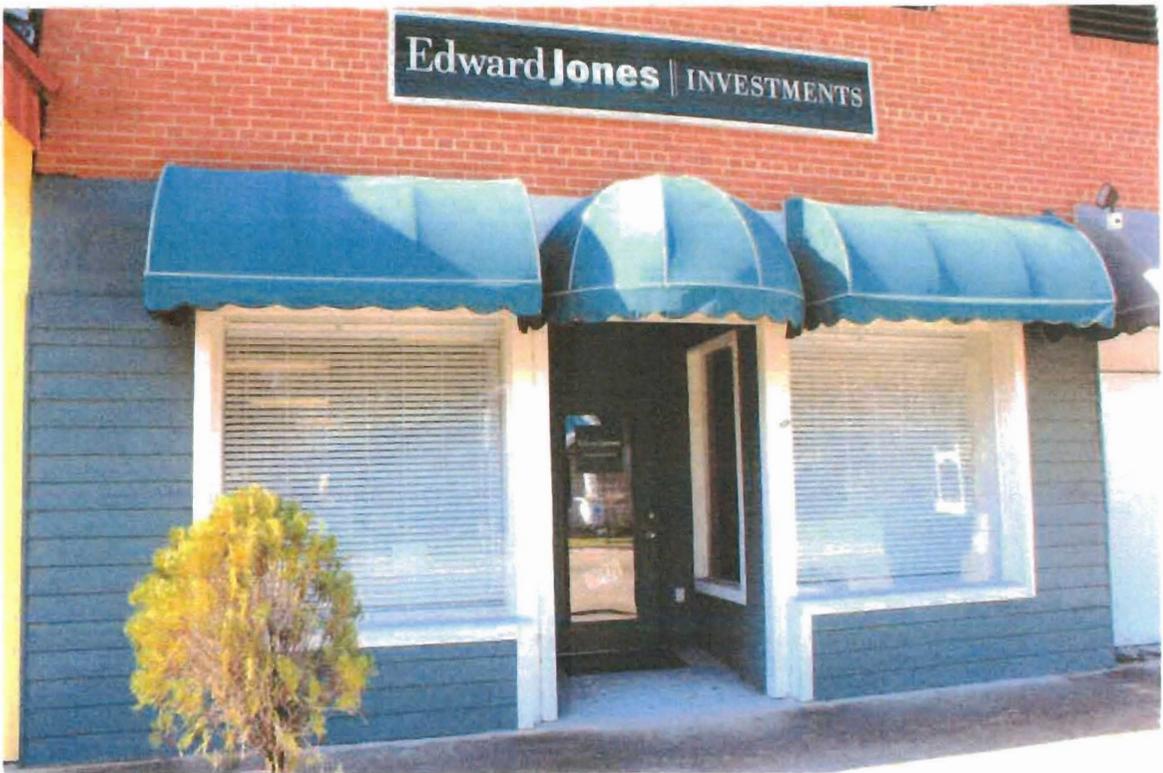
Sworn to and subscribed before me by Kelly D. Barber who is
personally known to me
or produced _____ as identification, this 24th day of
April, 2015.

Notary's Signature Jacqueline Barber

SEAL:









L & S Auto Trim & Glass Inc.
 5721 NW 13th Street
 Gainesville, FL 32653
 (352) 372-8661

Estimate

DATE	ESTIMATE #
4/14/2015	8471

NAME / ADDRESS
Barber, Kelly and Christie
<i>Edward Jones</i>

Phone	PO#	Due	REP	Tag #	Vehicle Description
		4/14/2015			Awnings

DESCRIPTION	QTY	COST	TOTAL
Recover 3 Awnings on Edward Jones building	17	78.00	1,326.00T
sp order Sunbrella	13	39.24	510.12T
Freight		28.00	28.00T
Does not include cost of removing and replacing frames			
Sales Tax		6.00%	111.85

TOTAL	\$1,975.97
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L & S Auto Trim & Glass Inc.
5721 NW 13th Street
Gainesville, FL 32653
(352) 372-8661

Estimate

DATE	ESTIMATE #
4/14/2015	8472

NAME / ADDRESS
Barber, Kelly and Christie Empty Bldg

Phone	PO#	Due	REP	Tag #	Vehicle Description
339-6040		4/14/2015			Awnings

DESCRIPTION	QTY	COST	TOTAL
recover 2 awnings on the ground floor only.	15	78.00	1,170.00T
special order Sunbrella	12	39.24	470.88T
Freight		28.00	28.00T
Does not include cost of removing or replacing frames			
Sales Tax		6.00%	100.13

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TOTAL	\$1,769.01
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Office - Edward Jones

3 awning = Forest Vintage / True Brown / Forest Vintage

Materials & Hardware	=	965.56
Tax	=	67.64
Labor	=	600.00
	\$	<u>1633.20</u>

STITCHN STAPLE

• UPHOLSTERY

P.O. BOX 174

LAKE BUTLER, FL 32054

Prices subject to change
with dealer cost

B. J. (Sig) 4-20-2015
352-222-9366

VEAN R. SEEGER INC.

15912 NW 78th Avenue

Alachua, FL 32615

Mobile Phone # (352) 316-4547

CONTRACTOR:

LOCATION:

Edward Jones / Kelly Barber

SQUARE FOOTAGE:

COLOR SCHEDULE:

Interior:

Trim:

Repair threshold on center unit,

Exterior:

WASH AND PAINT three store fronts,

Trim:

HAIR SALON NEEDS WOOD REPAIR, INCLUDED

TOTAL ESTIMATE:

IN PRICE.

Draw #	Date:	Amount:
Draw #1		
Draw #2		
Draw #3		
Draw #4		
Draw #5		
Draw #6		

Edward Jones and center store front - ~~1070~~

1,070⁰⁰

HAIR SALON

670⁰⁰

total \$ 1,740⁰⁰