

Geneva Local Development Corporation

Regular Meeting

January 7, 2014

Noon

One Franklin Square—Economic Development Conference Room

Board Members in Attendance

Dave Linger, Chair
Jeff Blankenship
Richard Conoyer
Martha Davis
Steve Davoli
Robert Sollenne

Others in Attendance

Paul D'Amico, Council Liaison
Matt Horn, City Manager
Adam Blowers, City Comptroller
Sage Gerling, Director of Neighborhood Initiatives

Approval of Minutes (12-3-2014)

Mr. Conoyer moved approval of the minutes of December 3, 2014. Mr. Davoli seconded the motion. The motion passed unanimously.

Financial Report

Mr. Blowers noted that the balance of Corporation accounts totals \$273,993.55. A small interest payment was received in the month of December. Staff received the payment for 223 William Street of \$79,890.

Report from Committees

Ms. Gerling circulated marketing materials for the Live Where You Work program. Application materials are ready to distribute. Additionally, radio advertising for the program will begin at the end of the month. Staff will visit HR offices of major employers, along with representatives of the School District, to promote the program and Geneva generally as a destination for first-time homebuyers who work in the City.

Mr. Horn noted that the RFP for the Gateway project. Environmental clean-up continues and demolitions on the final houses will continue into February. The City closed on the property to the north of the 2 North Exchange Site. RFP will remain open until partners agree on a project. There is already much interest.

Committee Assignments

Mr. Horn advised that Board Members have responded to the call for volunteers for Committees. Committees are staffed as follows:

Development and Investment

Dave Linger
Rob Sollenne
Rob Koczent

Housing and Real Estate

Rob Sollenne
Martha Davis
Jeff Blankenship
Steve Davoli
Lou Guard
Dick Conoyer

Planning and Institutional Collaboration

Dave Linger
Trina Newton
Rob Sollenne
Jeff Blankenship

Other Business

Mr. Horn noted that all Board members will be required to complete training by the Authorities Budget Office. The training is web-based and takes approximately 3 hours. Mr. Horn will circulate options for dates.

Mr. D'Amico suggested involving Habitat for Humanity in future housing projects. Ms. Gerling noted that we have started conversations and will continue to include them in future dialogue. Mr. Sollenne asked how many homes were set for auction due to tax foreclosure. Mr. Blowers noted that 33 were on the list as of that date, but that the list would be drastically reduced as the final date comes closer.

Executive Session

On motion by Mr. Sollenne, seconded by Mr. Conoyer, the Board moved into Executive Session to discuss real property matters at 12:30.

The meeting was adjourned at 1:10.

Respectfully Submitted:

Dave Linger, Chair

Geneva Local Development Corporation

Regular Meeting

February 4, 2015

Noon

One Franklin Square—Economic Development Conference Room

Board Members in Attendance

Dave Linger, Chair
Jeff Blankenship
Martha Davis
Steve Davoli
Lou Guard
Trina Newton

Others in Attendance

Paul D'Amico, Council Liaison
Matt Horn, City Manager
Adam Blowers, City Comptroller
Sage Gerling, Director of Neighborhood Initiatives

Mr. Horn introduced Lou Guard, who provided a brief biography and introduction. Mr. Linger welcomed Mr. Guard to the Board, and thanked him for his willingness to serve.

Approval of Minutes (1-7-2015)

Ms. Newton moved approval of the minutes of January 7th. Ms. Davis seconded the motion. The motion passed unanimously.

Financial Report

Mr. Blowers noted that the balance of Corporation accounts totals \$274,086.47. A small interest payment was received in the month of January.

Report from Committees

Ms. Gerling noted that she worked with Mr. Horn and Ms. Newton to visit six area major employers to provide an overview of benefits of living in the City, along with an overview of innovative programming at the School District and information on the Live Where You Work program. Mr. Horn noted that the

employers were very impressed with the programming at the School District. Ms. Gerling also noted that similar meetings will be taking place in March with area realtors.

There are currently ten interested groups in the Live Where You Work program, with one participant already pre-qualified.

Ms. Gerling also noted that the Comprehensive Plan Steering Committee has started its work. The Board is represented by Mr. Blankenship. Mr. Blankenship advised that the plan consultant has developed a set of questions for the Board, which he will distribute following the meeting.

The New York Main Street projects have all commenced, and are proceeding each at different paces.

Mr. Horn noted that the Committees have set their meeting schedule:

- Planning and Institutional Collaboration: 2nd Wednesday, 2 p.m.
- Housing and Real Estate: 4th Wednesday, Noon
- Development and Investment: 1st Thursday, 4 p.m.

Resolution Authorizing Joint Venture—Gateway Project

Mr. Horn provided an overview of a Joint Venture Agreement with the Industrial Development Agency for the Gateway Project. One agreement is in place between the LDC, IDA, and City for the redevelopment of 2 North Exchange Street. This agreement is to support the acquisition of 5 East North Street and the securing of an option at 15 East North Street. The LDC will be responsible for 50% of acquisition and holding costs for each property. The purchase price for 5 East North Street is \$35,000, and a 2 year option on 15 East North Street will cost \$5,000.

On motion by Ms. Newton, seconded by Mr. Blankenship, the Resolution was approved unanimously.

Executive Session

On motion by Mr. Davoli, seconded by Ms. Davis, the Board moved into Executive Session to discuss real property matters at 12:40.

The meeting was adjourned at 1:00.

Respectfully Submitted:

Dave Linger, Chair

Geneva Local Development Corporation

Regular Meeting

March 4, 2015

Noon

One Franklin Square—Economic Development Conference Room

Board Members in Attendance

Richard Conoyer
Martha Davis
Steve Davoli
Lou Guard
Robert Koczent
Trina Newton

Others in Attendance

Paul D'Amico, Council Liaison
Matt Horn, City Manager
Adam Blowers, City Comptroller
Sage Gerling, Director of Neighborhood Initiatives

Approval of Minutes (2-4-2015)

Mr. Koczent moved approval of the minutes of February 4th. Mr. Guard seconded the motion. The motion passed unanimously.

Financial Report

Mr. Horn noted the Mr. Blowers would return for the April meeting and provide updates for February and March.

Review of Board Policies

Mr. Horn noted that the Public Authorities Accountability Act requires that the Corporation adopt, apply, and regularly review policies on procurement, real property, investment, travel, and matters related to whistle blowers. He reviewed each policy with the Board. No amendments were proposed.

Report from Committees

Ms. Gerling noted that the Housing and Real Estate Committee met in February and developed strategies around developer outreach. They are constructing a targeted list of developers for Members and Staff to approach relative to our development priorities. She also advised that there will be a focus on infill housing opportunities.

Ms. Gerling advised that the Planning and Institutional Collaboration Committee will be meeting in March and will be brought up to speed on the Comprehensive Planning process currently underway by the City.

Mr. Horn advised that the Development and Investment Committee met to discuss potential partnership opportunities with institutional partners. The Committee also is seeking to resolve how prevailing wage is applied to LDC projects, which will shape the investment recommendations of the Committee.

Other Business

Mr. Koczent noted that he and several other Board members attended the Authorities Budget Office training on operation of public authorities. He noted that the ABO requires board evaluations, which this Board has not undertaken at this point. He also had questions surrounding the use of an audit committee. Mr. Horn noted that the City and County IDA have used Board evaluations, which can be applied to our operation. He also noted that the LDC has traditionally acted as a committee of the whole as it relates to audit and other governance matters. Mr. Horn advised that it should be noted in the minutes that the Board is convening as the audit committee in future situations where this is appropriate.

Mr. Koczent also had questions regarding the use of Land Banks. Mr. Horn noted that the LDC has land banking authority, which we can explain at a future date.

Executive Session

On motion by Mr. Koczent, seconded by Mr. Conoyer, the Board moved into Executive Session to discuss real property matters at 12:30.

The meeting was adjourned at 1:00.

Respectfully Submitted:

Dave Linger, Chair

Geneva Local Development Corporation

Regular Meeting

May 6, 2015

Noon

One Franklin Square—Economic Development Conference Room

Board Members in Attendance

David Linger
Jeffrey Blankenship
Martha Davis
Steve Davoli
Lou Guard
Robert Koczent
Trina Newton

Others in Attendance

Paul D'Amico, Council Liaison
Matt Horn, City Manager
Adam Blowers, City Comptroller
Sage Gerling, Director of Neighborhood Initiatives

Approval of Minutes (3-4-2015)

Mr. Koczent moved approval of the minutes of February 4th. Mr. Davoli seconded the motion. The motion passed unanimously.

Financial Report

Mr. Blowers provided the Board with an overview for April. The Corporation received \$82 in interest revenue, and had no expenses. The total current balance is \$251,096.

Presentation of 2014 External Audit

Mr. Horn introduced Laura Landers of the external auditing firm Freed, Maxick, and Battaglia, who has conducted an audit of the financial statements and internal controls of the LDC. The audit found no control issues, but did note that several members still need to receive the ABO training required by the Public Authorities Accountability Act.

Report from Committees

Ms. Gerling notes that the Live Where You Work program has completed 2 awards, and has the check prepared and signed for a 3rd, whose closing is to be scheduled this month. There are three additional applicants in process for the remaining two awards. A discussion ensued about the potential for additional awards in 2015. Ms. Gerling notes that, of the 3 in various states of approval, two are for homes in the Upper North neighborhood, and one in Historic North. She advised that the sales are all in the upper \$80's to lower \$90's in terms of sales price. Mr. Horn advised that the Development and Investment Committee will develop a recommendation at its next meeting.

Ms. Gerling advised that the Real Estate and Housing Committee also reviewed Councilor Camera's sidewalk loan program proposal. The Committee felt that the program was not comprehensive enough to address the existing pedestrian network challenges. They would favor a block level or larger solution.

For the Gateway property, the Committee recommends getting an MAI appraisal to determine a starting point for negotiations with developers, and exploration of the use of Loopnet to expand marketing.

Executive Session

On motion by Mr. Koczent, seconded by Ms. Newton, the Board moved into Executive Session to discuss real property matters at 12:25.

The meeting was adjourned at 12:50.

Respectfully Submitted:

Dave Linger, Chair

Geneva Local Development Corporation

Regular Meeting

June 3, 2015

Noon

One Franklin Square—Economic Development Conference Room

Board Members in Attendance

David Linger
Jeffrey Blankenship
Dick Conoyer
Martha Davis
Steve Davoli
Robert Koczent
Robert Sollenne

Others in Attendance

Paul D'Amico, Council Liaison
Matt Horn, City Manager
Adam Blowers, City Comptroller
Sage Gerling, Director of Neighborhood Initiatives

Approval of Minutes (5-6-2015)

Ms. Davis moved approval of the minutes of May 6th. Mr. Blankenship seconded the motion. The motion passed unanimously.

Financial Report

Mr. Blowers provided the Board with an overview for May. The Corporation received \$82 in interest revenue, and had no expenses. The total current balance is \$248,678.01.

Consideration of Approval of Additional Live Where You Work Funds

Mr. Horn noted that the Development and Investment Committee considered staff's request for additional Live Where Your Work funds at its April meeting. The Committee unanimously endorsed the allocation of five additional slots to be carried forward through 6/30/2015. Mr. Koczent made the motion to endorse the Committee's recommendation. Mr. Davoli seconded. The motion passed unanimously.

Report from Committees

Ms. Gerling noted that the Planning and Institutional Engagement Committee is working to develop meetings with major institutions to determine what programs may be helpful to encourage employees to live in the City. The Housing and Real Estate Committee is working to develop a survey of Live Where You Work program participants to determine whether the program serves as an impetus for new people to live in the City, or if it is just supporting those who already were planning to buy a home in Geneva. So far, two program participants have already closed on a home. One more is in process, with four additional applications in the pipeline.

Mr. Davoli reported that the housing sales inventory is at its lowest point in recent memory, with less than 50 homes on the market at this point (there are routinely over 100).

Mr. Horn reported that the Development and Investment Committee met and endorsed five additional Live Where You Work slots, with the intent that these funds would be used through 6/30/2016.

Executive Session

On motion by Mr. Koczent, seconded by Ms. Newton, the Board moved into Executive Session to discuss real property matters at 12:25.

The meeting was adjourned at 12:50.

Respectfully Submitted:

Dave Linger, Chair

Geneva Local Development Corporation

Regular Meeting

August 5, 2015

Noon

One Franklin Square—Economic Development Conference Room

Board Members in Attendance

David Linger
Jeffrey Blankenship
Steve Davoli
Lou Guard
Robert Koczent
Trina Newton
Robert Solenne

Others in Attendance

Paul D'Amico, Council Liaison
Matt Horn, City Manager
Adam Blowers, City Comptroller
Sage Gerling, Director of Neighborhood Initiatives

Approval of Minutes (6-3-2015)

Mr. Koczent moved approval of the minutes of June 3rd. Ms. Newton seconded the motion. The motion passed unanimously.

Financial Report

Mr. Blowers provided the Board with an overview for May. The Corporation received \$62 in interest revenue, and had no expenses. The total current balance is \$237,926.31.

Consideration of Funding Request—Finger Lakes Wine Symposium

Mr. Horn noted that the Development and Investment Committee considered a request for \$5,000 in funding from the Finger Lakes Wine Symposium. For the first two years of the program, the City provided \$15,000 in funding to support the event. Due to budget constraints, the City is only able to provide \$5,000 this year. The IDA has authorized \$5,000 as well. The Development and Investment Committee has recommended against providing these funds.

Mr. Kozcent noted that this appears to be out of alignment with our mission. Mr. Horn noted that the mission of the LDC is the revitalization of Geneva's neighborhoods and diversification of the property tax base. Mr. Linger concurred, with Mr. Koczent's assessment, and also expressed concern that the event would need future funding. He also noted the multiple other agencies in the City that would likely make requests if the LDC was viewed as a funding opportunity.

The consensus was to not provide funding for 2015.

Report from Committees

Ms. Gerling advised that the Real Estate Committee will be evaluating survey results from Live Where You Work awardees. There have been 7 closings under the 2015 program, and early returns on surveys indicate that the awards expedited purchases in the City. She also advises that "For Sale" signs will be going up on the Gateway parcel this week, and that the last of the demolitions was completed in July. Finally, staff interviewed Victor Pultinas, Race for Space awardee for Lake Drum Brewing, who advised that he could not have started the business without the LDC support. He indicates that his business is very successful.

The Planning and Institutional Integration Committee has scheduled meetings with HR staff from key employers to determine strategies for recruiting employees to live in the City.

The Development and Investment Committee will be meeting this week to complete work on the budget.

Executive Session

On motion by Mr. Davoli, seconded by Ms. Newton, the Board moved into Executive Session to discuss real property matters at 12:13.

The meeting was adjourned at 12:53.

Respectfully Submitted:

Dave Linger, Chair

Geneva Local Development Corporation

Special Meeting

September 23, 2015

8:00 AM

City Hall Conference Room

Board Members in Attendance

David Linger
Jeffrey Blankenship
Steve Davoli
Robert Koczent
Trina Newton

Others in Attendance

Matt Horn, City Manager
Adam Blowers, City Comptroller

Consideration of 2016 Budget

Mr. Horn provided an overview of the 2016 budget (attached). The budget includes funding for additional employee home ownership slots and two Race for Space awards, as well as general administrative, neighborhood revitalization, and economic development funding.

On motion from Mr. Blankenship, with second by Mr. Koczent, the budget passed unanimously.

The meeting was adjourned at 8:25.

Respectfully Submitted:

Dave Linger, Chair

Geneva Local Development Corporation

Regular Meeting

November 4, 2015

Noon

One Franklin Square—Economic Development Conference Room

Board Members in Attendance

David Linger
Jeffrey Blankenship
Richard Conoyer
Martha Davis
Steve Davoli
Lou Guard
Robert Koczent
Trina Newton
Robert Sollenne

Others in Attendance

Matt Horn, City Manager
Adam Blowers, City Comptroller
Sage Gerling, Director of Neighborhood Initiatives

Approval of Minutes (8-5-2015/9-23-2015)

Ms. Newton moved approval of the minutes of the August meeting and the September budget session.
Mr. Koczent seconded the motion. The motion passed unanimously.

Financial Report

Mr. Blowers provided the Board with an overview for May. The Corporation received \$59.45 in interest revenue, and had \$2,500 in Live Where You Work expenses. The total current balance is \$232,153.54.

Report from Committees

Ms. Gerling advised that the Real Estate Committee has been evaluating survey results from Live Where You Work awardees. There have been 7 closings under the 2015 program, and early returns on surveys indicate that the awards expedited purchases in the City. She also advises that the Race for Space program guidelines are in development. Finally, the City should learn in late November or early December whether Microenterprise funds have been awarded by the State.

The Planning and Institutional Integration Committee reports that work continues on the Comprehensive Plan. A survey has been released to gain input on plan elements, and the Tools for Social Change committee is supporting our feedback efforts through a series of community dialogues. A draft plan is due in the spring.

The Nominating Committee is receiving and reviewing resumes for replacement of three Board members.

Executive Session

On motion by Mr. Davoli, seconded by Ms. Newton, the Board moved into Executive Session to discuss real property matters at 12:20.

The meeting was adjourned at 1:05.

Respectfully Submitted:

Dave Linger, Chair

Geneva Local Development Corporation

Regular Meeting

December 2, 2015

Noon

One Franklin Square—Economic Development Conference Room

Board Members in Attendance

David Linger
Jeffrey Blankenship
Richard Conoyer
Steve Davoli
Robert Sollenne

Others in Attendance

Matt Horn, City Manager
Adam Blowers, City Comptroller
Sage Gerling, Director of Neighborhood Initiatives

Mr. Horn advised that Mr. Blankenship needed to leave the meeting early, and that we needed his participation in an action item. Mr. Linger reordered the agenda to accomplish the action item.

Resolution Supporting Dove Block Incentive

Mr. Horn advised the Board that the IDA has approved a \$25,000 loan to a potential development group for the Dove Block. The intent is to acquire the building from its current owner, provide for building envelope and major system upgrades, and prepare the building for sale in a cooperative ownership or condominium arrangement.

The developers are seeking \$25,000 in unsecured loan funds. A resolution was put forward to support that transaction, with contingencies including a signed promissory note by development group principals, pledge of a like amount by the Geneva Industrial Development Agency, and demonstration of cash receipts for donations totaling \$100,000 (exclusive of LDC and IDA funds).

Mr. Linger noted that he is going to abstain from the vote, as he has previously made an offer for sale on this property. On motion from Mr. Conoyer, seconded by Mr. Blankenship, the motion passed unanimously (Mr. Koczent proffered his proxy vote in favor, Mr. Linger abstained).

Endorsement of Nominating Committee Recommendations

Mr. Horn advised that the Nominating Committee recommends that Paula Bucklin of Finger Lakes Health be recommended to succeed Lou Guard on the Board. The Committee also recommends that Kevin Whitaker of the Geneva City School District be recommended to succeed Trina Newton on the Board.

On motion from Mr. Blankenship, seconded by Mr. Conoyer the endorsement was approved unanimously. City Council will take up the approval at its January meeting.

Financial Report

Mr. Blowers provided the Board with an overview for May. The Corporation received \$55.83 in interest revenue, and had a \$10,000 Comprehensive Plan allocation and \$2,500 in Live Where You Work expenses. The total current balance is \$219,709.

The meeting was adjourned at 12:35.

Respectfully Submitted:

Dave Linger, Chair