

**Geneva Industrial Development Agency
City Hall, 47 Castle Street, Geneva, New York
And via Zoom livestreamed to GIDA's YouTube Page
September 8, 2023 at 8:30am**

Meeting Minutes

In Attendance:

Anne Nenneau
Irene Rodriguez
RJ Passalacqua
Lowell Dewey
**remote attendance*

Others present:

Tracy Verrier, MRB Group
Amie Hendrix, City of Geneva
David West, City of Geneva
Stefanie Newcomb, City of Geneva
Emma Powlin, Harris Beach
Maureen Lee, Geneva City School District*
Matt Chatfield, Caliber Brokerage*
Myles Webster, Webster Companies*

MEETING CALL TO ORDER

Chair Anne Nenneau called the meeting to order at 8:30 am with a quorum present.

ADMINISTRATIVE REPORTS

Meeting Minutes:

- Motion to approve the August meeting minutes by Irene Rodriguez, second by RJ Passalacqua. Motion carried unanimously.

Financial Report:

Tracy Verrier reviewed the August financial report, noting the profit and loss statement shows an additional \$12,000 for roof work at the GEDC that has now been completed. Tracy also notes that the July and August charges for MRB Group are listed in the August financial report, explaining this as the reason for the fee looking so large.

- Motion to approve the August financial report by Lowell Dewey, second by Irene Roriguez. Motion passed unanimously.

UPDATES

Geneva City School District:

Maureen Lee updated attendees on the start of the school year. Overall, it has been a good start with kids excited to be back. Maureen noted that they are working through some issues with bussing, but believes it should smooth out soon. The bus drivers and maintenance crew were set to be recognized by the school district later that evening for their outstanding work over the summer. GCSD completed substantial capital projects throughout the summer, including paving, indoor construction on the lower level of North Street. Maureen noted that next year the high school will undergo extensive construction, but this year was focused on the outside infrastructure. Current work outside the main entrance of the high school is experiencing some delays due to supply chain issues, but Maureen hopes they will have it open by November.

Maureen explained that they are constantly trying to improve the school district so that it acts as an amenity and encourages families to move to the City.

GEDC:

Myles Webster updated the committee on the recently completed roofing project, which went well. Myles noted that they are still waiting for individuals to move out of the building to free up spaces, which should be done by October. The site had good showings over the summer, though they are still in a holding pattern.

Tracy added to the roofing project update, noting that the total roofing cost was \$24,000, \$4,000 above what the IDA had approved. Myles explained the reason for going over budget was due to labor-intensive issues that were uncovered during the construction process. Tracy noted that Myles would like to request the additional \$4,000 from the IDA to complete payment to the roofing contractor.

- Motion to approve the extra \$4,000 by Lowell Dewey, second by RJ Passalacqua. Motion passed unanimously.

GEDC Committee Update:

Tracy stated that the Governance Committee met last week and recommended ratifying all governance policies as they are, which will be dealt with at the Annual Meeting in October.

Tracy noted that the Finance Committee was scheduled to meet this morning to discuss the budget, but the meeting did not happen.

Meetings for the Nominating and GEDC Committees are scheduled.

City Council Report:

Amie Hendrix, City Manager, discussed the focuses of Wednesday's City Council meeting, including the processing of short-term rental ordinances. Additionally, the Council will be meeting September 12th to discuss the zoning update and hold a work session, with the goal of moving the zoning update to Ontario County before the end of the year. Amie noted their next meeting will be the second reading of the ordinance, at which time it can be adopted, though she believes that minor changes to the ordinance will occur between now and the next meeting.

Amie also noted that the other September meeting for the Council is about the budget, which will come out on September 26th. Following the release, the Council will conduct weekly work sessions until a budget is adopted, which must be done by the end of October. Amie and the City Comptroller asked all departments to submit a 12% reduction across all areas in an attempt to keep the tax rate steady, acknowledging the effect of recent cost increases on operations. Amie could not guarantee that this will maintain all services, so the budget discussions will prioritize which services can and cannot fit within the budget.

Lowell Dewey asked if short-term rental property owners are aware of the new ordinance. Amie explained that once the legislation is adopted, the owners will be notified and must complete the application process within the compliance timeframe. However, she knows many are aware as they have sent comments regarding the ordinance. David West noted that the ordinance has been

removed from the zoning update process in order to allow it to move forward faster. They are still working to address concerns about large parties and groups of people. Lowell asked what “short-term” is, David explained that it is a period of less than 30 days. He also asked if renting to students is covered in the ordinance. Amie explained that student housing issues are covered in the Fair Housing Act, not the ordinance.

IDA projects

Tracy noted that Nardoizzi is working towards two separate closings on their project: one on the land and a second closing for financing and IDA benefits. Tracy noted that she is working with Bob Ryan from Harris Beach to track down some additional information related to the land closing.

NEW BUSINESS

GEDC Management Agreement

Tracy explained that the current management agreement expired September 30th. Should the IDA want to, they could RFP this work or renew the contract with Websters. Tracy noted that the contract has had two minor adjustments since being sent with the meeting packet:

1. Contact information was updated to David West.
2. Updated language around marketing and advertising expenses to ensure IDA approval of advertising expenses includes an approximate price.

Tracy noted that Emma Powlin reviewed the contract and suggested the second change.

Irene asked to review any changes to compensation fees. Tracy noted that the compensation percentage increased from 7% to 8.5%, but that was the only change.

David expressed concern that part A of Article 3 describes the business incubation management as the contracted company’s job, despite them not having a business incubation program. Additionally, the contract language makes it seem like the contract company would be the only one allowed to provide business incubation services. Tracy recommends omitting this section, noting there is no business incubation program beyond subsidized rents. Anne explained that tenants who benefit from subsidized rent are not always part of the “business incubator”. She suggests greater structure around this program in the future.

Before the next IDA meeting, Tracy will discuss contract renewal changes with Myles, including the commission fee increase, marketing, and the business incubator program.

Tracy recommended a one-month extension of the current lease to buffer the time between the expiration of the current contract (September 30) and the next board meeting (October 6).

- Motion to approve one-month contract extension by Lowell Dewey, second by RJ Passalacqua. Motion approved unanimously.

BID Request

Tracy explained the BID would like to roll over remaining funds of approximately \$29,000 from the current year contract to 2024. They are also requesting an additional \$13,000 split between the IDA and the LDC. Tracy noted that the LDC felt comfortable carrying over remaining funds into 2024, but no specific approvals of additional funding were made.

- Motion to approve the \$29,000 hold over to 2024 and additional \$6,500 in funding from the IDA by Irene Rodriguez, second by RJ Passalacqua. Motion approved unanimously.

2023-2024 Budget

Tracy proposed increasing the administrative fee revenue to \$128,130, which includes both Trinity and Nardozzi closing fees. This would make the net income for the budget \$73,720. Tracy noted the GEDC column still shows a loss, but it is less of a loss than last year's budget and Tracy does not anticipate GEDC ending the year with a loss.

- Motion to approve the 2023-2024 budget as amended by Irene Rodriguez, second by Lowell Dewey. Motion approved unanimously.

EXECUTIVE SESSION

- Motion to go into Executive Session to discuss the proposed sale or lease of real property at 9:05 by RJ Passalacqua, second by Lowell Dewey. Motion carried unanimously.
- Motion to exit Executive Session at 9:38 by Lowell Dewey, second by RJ Passalacqua. Motion carried unanimously.

Gateway Parcel Sale

- Motion to counter Gateway buyer with a straight sale – no escrow - with full environmental identification to close by December 15th, 2023 at \$285,000 removing the retail space requirement by Irene Rodriguez, second by RJ Passalacqua. Motion approved unanimously.

ADJOURNMENT

- Motion to adjourn at 9:40 by Lowell Dewey, second by Irene Rodriguez. Motion carried unanimously.