



REGULAR MEETING MINUTES
January 4, 2023 following Annual Meeting

Board Members in Attendance

David Linger*
Rob Sollenne
Chevanne Devaney*
Dana Hollenbeck
Paula Bucklin
Peter Gillotte
Craig Talmage
**remote attendance*

Others in Attendance

Tracy Verrier, Executive Director, MRB Group
Amie Hendrix, City Manager
Bo Wright, Geneva School District

Agenda Items

Call to Order: Dave Linger called the meeting to order at 12:15pm with a quorum present.

Minutes Approval:

Motion to approve the December meeting minutes by Dana Hollenbeck, second by Rob Sollenne. Motion passed unanimously.

Financial Report:

Tracy Verrier reviewed the December financial report, noting that the program expense was the BID contract since we are on an accrual accounting.

- Motion to approve the financial report by Peter Gillotte, second by Paula Bucklin. Motion carried unanimously.

Report of the Governance Committee:

Tracy noted that the Governance Committee reviewed the policies that were approved during the annual meeting, and discussed the board member appointments and relationship between the LDC and Revolving Loan Fund (RLF) committee. The latter will be discussed in more detail during the following agenda items.

Board Member Reappointments:

Referencing the appointment sheet in the meeting packet, Tracy explained that Dana would like to be reappointed but the other two members are terming off. They will continue to serve until their replacements are found.

- Motion to approve the reappointments as outlined in the appointment sheet (Dana Hollenbeck for a new three year term of January 1, 2023 through December 31, 2025, and Rob Sollenne and Rob Koczent until their seats are filled by new members) by Craig Talmage, second by Paula Bucklin. Motion carried unanimously.

Revolving Loan Fund Draft MOU:

Tracy explained that the Governance Committee had discussed that it would be beneficial to have a document outlining the relationship, roles, and responsibilities in regard to the LDC and RLF. A draft MOU is included in the packet, and the RLF committee will also review when they meet. Craig Talmage noted that he would be interested to hear what else the RLF feels they can gain from the relationship with the LDC. How else can we help them? Dave noted that they also talked about the nature of the relationship and whether it made sense. Tracy explained that the relationship is directed by the program management plan for the RLF, so changing the way those members are appointed would likely require an amendment. While it may be worth exploring, it could open a can of worms. As such, it makes the most sense to wait until the Direct of Planning and Economic Development is in place so that they can guide that process and, if a change is to be made, structure the appointments in a way that makes sense to them. Tracy will update the board after the RLF committee has reviewed the MOU.

Staffing Services:

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BOARD OF DIRECTORS

ROBERT SOLLENNE ('23) ~ CHEVANNE DEVANEY ('24) ~ DANA HOLLENBECK ('23)

PAULA BUCKLIN ('24) ~ ROBERT KOCZENT ('23) ~ DAVID LINGER ('23) ~ MARC RODRIGUEZ ('23) ~ PETER GILLOTTE ('23)

Dave Linger noted that the proposed contract was in the packet. Craig disclosed that he has active research engagements with Emma Falkenstein, who is being added to the team. This is not a conflict, but he noted he is excited to see her involved. Rob Sollenne asked about how the contract will be terminated when staffing transitions to the new City staff person. Tracy pointed to the project schedule section, which outlines that the scope may be transitioned prior to the end of the contract. She also noted that the termination clause in the Standard Terms would be used in the case that the LDC was not satisfied with MRB's work. Tracy noted this is an hourly not to exceed amount on a monthly basis, not a flat fee. If the hours are less than \$2000, the LDC will only be billed for the hours worked.

- Motion to approve the 2023 contract with MRB Group for staffing services by Peter Gillotte, second by Paula Bucklin. Motion carried unanimously.

Project & Other Updates:

The following updates were provided:

- Tracy introduced Bo Wright, Superintendent of the Geneva School District. Bo noted that he had sat on the LDC board about 10 years ago and that he enjoyed that work. He believes there are synergies between decisions made at the City level and at the school district. The school district has three focus areas: 1) safe and positive learning environments, 2) academic achievement, and 3) equity and inclusion. They are experiencing hiring difficulties, as is the case with most industries now. It is also more common now for employees to leave mid-year than it used to be. They are taking this opportunity to rethink recruitment strategies and culture. They are now shifting to focus on academic achievement for the second half of the year. Equity and inclusion will include a focus around diverse hiring. Rob Sollenne talked about how important it is to celebrate and share academic successes. This has not been done in the past. He also talked about partnering with the school district to sell new recruits on "live where you work" model. Bo agreed on both points. He mentioned that there was a strong effort 10 years ago around a residency program for newly recruited staff. He suggested dusting that effort off and seeing if it can be picked back up. Rob asked about Geneva Scholarship Associates (GSA), a scholarship fund that helps Geneva students go to HWS for college. There used to be 6 recipients each year, but last year there were no GSA recipients. He would like to see the program revitalized. Bo noted that they had been talking about that and that they'd be working on identifying potential applicants this year. There is some high-level planning to do, but they also want to take advantage of resources that are available to students now.
- Amie Hendrix noted that the City is kicking off the new year and closing out last year. They plan to repost the planning and economic development director position after it is rewritten, and they also posted a grants coordinator position that would be in that department. However, they did not receive many applications and have not made a hire yet.
- Tracy provided an update on the Beautification effort with BID. She noted that they are ironing out the contract, and that there has been some conversation about administration expense. The proposal did not include admin, so BID would like to know if any funding could be reallocated to admin if they are performing under budget. Rob asked if she is working extra hours, or if she's still working the same hours. Tracy will clarify the time involved.
- Tracy noted that the DEC did respond to the resubmission and has requested a few extra items, but then hopefully will close the spill record.
- Tracy noted that there is a project in development with the Stivers to establish a dinner cruise and some recreational rentals on the lakefront. There isn't necessarily a role for the LDC at this time. Rob noted that he loves the concept, but he'd like to see a more comprehensive approach to this kind of lakefront development and a larger facility. Amie noted that they are still working through the details on this and the DRI marina project.
- Rob asked for an update on the updated zoning. Amie explained that it is with the BID currently for feedback, and then will move forward.

Adjournment:

Motion to adjourn by Dave Linger. The meeting adjourned by acclamation at 1:05pm.