



AGENDA
POWELL DEVELOPMENT CORPORATION
COUNCIL CHAMBERS
TUESDAY, AUGUST 22, 2023
7:00 PM

I. CALL TO ORDER/ROLL CALL

II. APPROVAL OF MINUTES

- a. Approval of Powell Development Corporation Meeting Minutes of June 27, 2023 (tabled at the July 25, 2023 meeting)
[PDC Minutes 06272023.pdf](#)
- b. Approval of the Powell Development Corporation Meeting Minutes of July 25, 2023.
[PDC Minutes 07252023.pdf](#)

III. REPORT OF THE PRESIDENT

IV. REPORT OF THE TREASURER

- a. Financial Reports/Invoices - July, 2023
[07.31.2023 Monthly Financial Packet.pdf](#)

V. CITY COUNCIL / COMMISSION / COMMITTEE REPORTS

VI. OLD BUSINESS

- a. EV Charging Station Update
- b. Review Hiring Process - Economic Development Professional - Update from Human Resources

VII. NEW BUSINESS

- a. Website Review and City Email Accounts
- b. Powell Development Corporation Logo Re-Visit
- c. PDC 2024 Budget

VIII. FUTURE BUSINESS

- a. Next Scheduled Meeting - September 26, 2023 at 7 p.m.

IX. EXECUTIVE SESSION

Ohio Revised Code Section 121.22 (G) (2) - To consider the purchase of property for public purposes, or for the sale of property at competitive bidding, if premature disclosure of information would give an unfair competitive or bargaining advantage to a person whose personal, private interest is adverse to the general public.

Ohio Revised Code Section 121.22 (G) (2) - To consider confidential information related to the marketing plans, specific business strategy, production techniques, trade secrets, or personal statements of an applicant for economic development assistance.

X. ADJOURNMENT



**POWELL DEVELOPMENT CORPORATION
MEETING MINUTES
June 27, 2023**

CALL TO ORDER/ROLL CALL

Chairman Jim Hrivnak called the June 27, 2023 Powell Development Corporation Meeting to order at 7:00 p.m. Members in attendance included Jim Hrivnak, Daniel Swartwout, Andrew White, Nicole Scott, and Ryan Herchenroether. Also, in attendance were Jeffrey Tyler, Assistant City Manager/Economic Development Director and Christina Drummond, City Council Member.

APPROVAL OF MINUTES

Approval of Powell Development Corporation Meeting Minutes of May 23, 2023

[PDC Minutes 05232023.pdf](#)

MOTION: Ryan Herchenroether moved to approve the Powell Development Corporation Meeting Minutes of May 23, 2023. Jim Hrivnak seconded the motion.

VOTE: Y 4 N 0 (None) AB 1

Powell Development Corporation Meeting Minutes of May 23, 2023 approved with a vote of 4-0-1.

REPORT OF THE PRESIDENT

Jim Hrivnak welcomed Mayor Daniel Swartwout as the newest member of the Powell Development Corporation.

Mayor Swartwout indicated he was up to date on the current happenings of the committee through communication from Andrew White and Jeffrey Tyler.

Jim Hrivnak also welcomed Council Member Christina Drummond to the meeting.

REPORT OF THE TREASURER

Financial Reports/Invoices - May 2023

[05.31.2023 Monthly Financial Packet.pdf](#)

Nicole Scott indicated that activity was minimal.

Jim Hrivnak questioned what the “Other” category under the Beginning Balance of the Financial Report was about? Jim questioned if it was related to a grant and then asked for Rosa Ocheltree, Finance Director, to provide an explanation.

Nicole Scott mentioned the Oles and Associates invoice was for the tax filing for the City and the budgeted amount was for \$1,250.00

MOTION: Jim Hrivnak moved to approve Invoice #25568 for Oles and Associates in the amount of \$1,219.00. Nicole Scott seconded the motion.

VOTE: Y 5 N 0 (None) AB 0 (None)

Invoice #25568 for Camoin Associates in the amount of \$1,219.00 approved with a vote of 5-0-0.

CITY COUNCIL / COMMISSION / COMMITTEE REPORTS

- a. City Council Report**
- b. Planning & Zoning Commission**
- c. Update on Open and Pending City Development Projects**

Mayor Swartwout indicated the next City Council meeting was on Wednesday, July 5th because of the 4th of July holiday on Tuesday and will be held in the East Room. The second reading of the Encore development will be discussed and will involve the extension of Depot Street which was part of the Keep Powell Moving initiative and the CIP.

Jim Hrivnak asked about the appointment to City Council. Mayor Swartwout indicated the appointment needed to be made within 60 days from the vacancy per the City Charter which is before July 9, 2023. Mayor Swartwout indicated Council needs to have a majority agreement on the appointment. Council Member Drummond indicated if a selection is not made, then the Mayor will make the appointment.

Mayor Swartwout mentioned he was excited for the Council Chamber updates.

Jeffrey Tyler gave an update on the Starbucks proposal to be sent to City Council for consideration near Home Road and Sawmill Parkway.

City Manager Andrew White gave an update on Code Enforcement initiatives made by staff to update codes for the City.

OLD BUSINESS

- a. EV Charging Station**
- b. City of Powell Land Inventory Project Status – Report in August**
- c. Other Old Business**

Jeffrey Tyler gave an update on the electric charging station rates for City Hall and Murphy Park. The City has received concerns over the set rates for the charging stations being too high. Jeffrey Tyler had asked City staff to put a matrix together of rates from local communities to set our initial rates. The rates were consistent with Worthington, Westerville, and Upper Arlington. City Staff conducted a more recent search of the Charge Point system and the rates are all over and Powell is on the high end of the rates. Jeffrey Tyler also indicated the electric rate charge was increased for the chargers. A policy needs should be established for the electric chargers and re-evaluate the rates for the customers. Staff is currently working on the rates the City pays.

Ryan Herchenroether asked if Jeffrey Tyler had an idea on the quantity of chargers other Cities have compared to Powell. This information is being reviewed. City Manager White discussed the consideration of parking demand in downtown Powell and looking at the turnover of spaces with the charging stations. The rates and cost will continue to be discussed at the next meeting and looking at options with the charging stations. Nicole Scott discussed the philosophy of the economic development tool the chargers are for the businesses downtown and how the chargers come at a cost to drivers or a cost to the City. Nicole Scott asked what the cost of the chargers would be at a location outside of a city. Jeff Tyler indicated the cost varies depending on the location and area. Nicole would like to know where the City stands from a market rate.

Mayor Swartwout asked what was the timeline for acting on the rates. Jeffrey Tyler indicated he would like to have a couple months of the usage data and the utility data to compare where the City is at with the cost data. Jim Hrivnak asked to look at how long vehicles are hooked up to the charging stations.

Council Member Drummond asked about the level of the charging stations and the draw of how the chargers bring people to downtown from an economic development standpoint. Council Member Drummond asked if staff was looking at the different levels of the charging stations and Jeffrey Tyler indicated the charging stations were a level 2 and a level 3 was going to be a higher cost. Council Member Drummond indicated the charging rate can differ depending on the level of charger. Council Member Drummond would like to know if the rates are averaged across level 2 and 3 and if the rates are for the fast charger or the slow charger and if there are subsidies or sponsorships that would help with the conversation on this matter.

City Manager White indicated the City is working with an existing set of infrastructures with the chargers. Council Member Drummond asked if there is a life span with the chargers and Jeffrey Tyler indicated the life span was 10 years. Jim Hrivnak said the City should consider what is the plan for the future with the chargers and the funding.

Mayor Swartwout stated it was important to frame the parameters of the discussion to what is the City charging for what we have now with the chargers in place and that is the focus of this exercise.

Jeffrey Tyler gave an update on the GIS system. The City is working with a consultant to update the system and also move the software to the cloud.

NEW BUSINESS

- a. Camoin Development Strategy Plan - Schedule Workshop**
- b. Review Hiring Process - Economic Development Professional – Updates from Human Resources**

c. Other New Business

Jim Hrivnak feels the Camoin plan needs to be reviewed in a workshop and discussed next steps in the plan. Jim would like to do the workshop in addition to the regular meeting. The committee decided to extend the regular meeting to include the workshop and have a focused agenda for the workshop. Jim Hrivnak will work on an agenda for the workshop to go through the Camoin report. It was decided to start the next meeting at 6:00 pm.

Jeff Tyler indicated the City had maintained communication with the Camoin representatives and they could be available for any assistance going forward.

Jim Hrivnak discussed the hiring of an Economic Development professional. City Manager White indicated a draft of the position description has been created. City Manager White also indicated he is prepared to go to City Council for a full update on the position and seek approval and authorization to present back to the PDC. It would be a joint effort with the PDC but a City employee. The funding for the position would need to be discussed and the City Manager feels late summer or early fall for the position to move forward.

Jim Hrivnak asked if the committee could view a draft of the position description. City Manager White indicated he could have a draft available to the committee at the next meeting. Jim Hrivnak indicated he hoped the Economic Development position would take direction from the PDC. Mayor Swartwout stated the position would work with both the City and the PDC with direction provided from multiple areas. Jim Hrivnak asked if there was a timeline with hiring the Economic Development position. Mayor Swartwout indicated he was more interested in finding the right candidate than filling it by a timeline. Jim Hrivnak asked if we had to wait until fiscal 2024 to hire someone. Mayor Swartwout indicated the timeline of late summer or early fall this year seemed to be reasonable. Mayor Swartwout indicated there were no further restrictions with looking to hire someone and it was an important position to the City.

Nicole Scott asked if the role required going in front of City Council for a formal approval to fill the position. Mayor Swartwout indicated no, and the hiring decisions around positions does not go through Council except the Finance Director, Clerk, and Law Director, as a contractor position. Based on the Charter, Council does not have direct involvement with the other positions at the City. Jeffrey Tyler indicated Council approves the creation of positions but does not hire for the positions. The City Manager hires the positions and the interview hiring process for the Economic Development position would involve Council and the PDC but the City Manager makes the decision on the position. Nicole Scott asked if the cost structure of the position impacts the approval of the position? City Manager Andrew White said this would-be brand-new territory and would have to be worked out with the hiring of the position. Nicole Scott indicated the need to work out of the finances for the position before the position is hired.

OTHER BUSINESS

- a. Land Inventory Project – August
- b. Website Review and Update Plan
- c. Powell Development Corporation Records Retention Plan
- d. Status, Member Access and City ID's - Staff to report
- e. Powell Development Corporation Logo – Communications Department Update

f. **Powell Development Corporation Funding**

Jim Hrivnak indicated the committee is anxious to have an update on the new website and the retention plan. Jim Hrivnak indicated he wanted to look at long range plans for the funding of the PDC.

FUTURE BUSINESS

Next scheduled Powell Development Corporation Meeting – July 25, 2023 at 6:00 p.m.

In Police Roll Call Room

City Manager Andrew White updated the committee on the beverage sales and kid's zone sales from this year's Powell Festival.

MOTION: Jim Hrivnak moved to go into Executive Session. Ryan Herchenroether seconded the motion.

VOTE: Y 5 N 0 (None) AB 0 (None)

EXECUTIVE SESSION

Ohio Revised Code Sec. 121.22 (G) (8) - To consider confidential information related to the marketing plans, specific business strategy, production techniques, trade secrets, or personal statements of an applicant for economic development assistance.

Ohio Revised Code Sec. 121.22 (G) (2) - To consider the purchase of property for public purposes, or for the sale of property at competitive bidding, if premature disclosure of information would give an unfair competitive or bargaining advantage to a person whose personal, private interest is adverse to the general public.

ADJOURNMENT

Meeting was adjourned at 8:30 p.m. by consensus.

MINUTES APPROVED: July 25, 2023

Jim Hrivnak,
Chair

Date

Jason Nahvi,
Acting City Clerk

Date



**POWELL DEVELOPMENT CORPORATION
MEETING MINUTES
July 25, 2023**

CALL TO ORDER/ROLL CALL

Chairman Jim Hrivnak called the July 25, 2023 Powell Development Corporation Meeting to order at 6:00 p.m. Members in attendance included Jim Hrivnak, Daniel Swartwout, Andrew White, and Nicole Scott. Also, in attendance were Council Members Tom Counts, Heather Karr, Christina Drummond, Finance Director Rosa Ocheltree, and Pam Miller from the Powell Chamber of Commerce.

APPROVAL OF MINUTES

Approval of Powell Development Corporation Meeting Minutes of June 27, 2023

Jim Hrivnak stated the vote coming out of Executive Session was not recorded in the minutes and the need to reflect that the committee came back out of Executive Session and then adjourned the meeting. Jim Hrivnak asked this amendment be made to the minutes and then approved at the next committee meeting.

MOTION: Jim Hrivnak moved to table the approval of the minutes until the next Powell Development Corporation Meeting. Dan Swartwout seconded the motion.

VOTE: Y 4 N 0 (None) AB 0

Powell Development Corporation Meeting Minutes of June 27, 2023 were tabled until the next meeting with a vote of 4-0-0.

REPORT OF THE PRESIDENT

Jim Hrivnak indicated they would discuss the Camoin report and do a deeper dive of the plan and projects. Jim Hrivnak also asked to discuss what was going on now in the City and how it relates to the overall plan of the City.

NEW BUSINESS

- a. Downtown Façade Improvement Grant Program

This is a new program brought by Jeff Tyler. Andrew White stated the program was attached to the packet. The program creates activity for the downtown area and the downtown TIFF. Rosa Ocheltree put \$150,000 in next year's budget for the program with a max amount of \$25,000 for

a project. There is flexibility for the properties that can be involved in the program.

Jim Hrivnak stated the program was designed to improve the façade of business and it is a matching program where they would pay half and the PDC would pay for the other half. It would be a win for both parties involved. The program discusses blighted properties and parking. Jim Hrivnak felt the program should be considered. The grant program has not been presented to City Council yet.

Jim Hrivnak asked for input on the program from other members. Andrew White stated he supported the initiative. Other Cities have similar programs and it could be effective in partnering certain entities on preserving some older buildings. Andrew White said they were receiving more interest from the public on availability of City resources. Dan Swartwout asked if the Downtown TIFF could be used with this program. Andrew White said business could along with the Downtown Housing fund for smaller scale projects. Dan Swartwout asked about “in-kind services” and if it was for services to the City or to the parcel and who would determine the value of the in-kind services. Jim Hrivnak said this was something that would need more discussion, along with parking. Dan Swartwout and offset of the \$25,000 max could be put in place if businesses used the TIFF program to have more business participate in the program. Dan Swartwout thought it was a program that should be pushed along with some changes to the details.

Nicole Scott asked if there was an aspect of this program in the Camoin study. Jim Hrivnak did not recall one. Andrew White stated the strategy did discuss the development of underutilized properties would fall under some of those aspects.

Christina Drummond thought to consider a cap of a single entity that may own multiple properties. Christina Drummond asked if the administration would be handled by the new Economic Development staff person or what the administration of the program would look like. Dan Swartwout thought it could be handled like the grant program during COVID where the PDC handled the applications and the approvals. Jim Hrivnak did not see it being an issue with input from the City.

Heather Karr asked if a business could also take advantage of the Community Reinvestment Area (CRA) and how it would interact and if there would be an offset. Andrew White thought it would be handled on a case by case basis. The CRA would take first position because it is a 15-year program. After the CRA expired, then there could be a TIFF allocation. Rosa Ocheltree stated she would be cautious to ensure whatever packages are provided do not exceed the max allowance in the program.

Tom Counts asked what is the assessment for the need of the blighted areas and where does the City want to go. Andrew White stated the program is targeting a storefront that needs to be spruced up. There is not a lot of it but the out parcels around areas could be effective. Andrew White stated the program would work with structures that are failed. Tom Counts would like for the City to explore to go beyond and look at what the City can do to create a better downtown façade for upgrades and to make it better.

Jim Hrivnak stated the program was something the City should pursue. The program could extend for a longer time frame. Tom Counts stated the downtown area is in its infancy and will grow and have the storefronts will be nicer. Jim Hrivnak thought there could be suggestions for the storefronts. Jim Hrivnak said they would take the suggestions and work on the program.

Jim Hrivnak wanted to add the Financial Report update to the meeting.

Rosa Ocheltree stated the total revenue was just shy of one million dollars and \$450,000 would be transferred from the General Fund. There is an additional \$200,000 that will be transferred by the end of the month. Expenditures for the year are \$378,000 and the monthly invoice for the charging stations will be available next month. The invoice will be slightly higher because AEP was not billing properly for transmission and distribution charges. There will a shortage of roughly \$2,500. The available balance is \$151,000. There is also an invoice from the Powell Area Chamber of Commerce for \$131.25 for a membership renewal.

Jim Hrivnak made a motion to approve the invoice for \$131.25 for the annual membership with the Powell Area Chamber of Commerce. Andrew White seconded the motion.

VOTE: Y 4 N 0 (None) AB 0

Invoice for the Powell Area Chamber of Commerce annual membership in the amount of \$131.25 approved with a vote of 4-0-0.

CAMOIN DEVELOPMENT STRATEGY WORKSHOP

The plan was presented to Council several months ago. Tonight, the group wanted to have a workshop to look at the important items and priorities for PDC. Once these are established the PDC will talk about what they are working on now with plan and opportunity and how that fits in the schedule. Jim Hrivnak also wanted to talk about bandwidth with the projects and what the PDC could work on.

The PDC reviewed the Economic Development Strategy report submitted by Camoin.

The Goal Areas were discussed first.

1. Align Land Use to achieve economic development goals
2. Support growing Industries and related opportunities.
3. Enhance Powell's vibrancy and sense of place.
4. Expand City capacity and capability
5. Enhance the Powell Development Corporation's Capacity

The short term, medium term and long-term goals laid out in the plan were reviewed.

The goals set out in the Action Plan Matrix of the report were reviewed.

Goal Area 1 – Align Land Use to achieve economic development goals

1.1 Target the redevelopment of aging and underutilized properties

- Christina Drummond asked if these properties would be eligible for grants or they only for redevelopment. Andrew White said this is more comprehensive. The façade program was confined the 300-acre TIFF and it is important to look at the exterior perimeter of home right east to west. Jim Hrivnak said this was a more overreaching program and reviewed the priority actions of the strategy from the plan.

- Tom Counts asked if this included City owned property. Andrew White stated yes and discussed the RFP on the 13-acres of the Village Green property. Andrew White also discussed open lands that would be available too.
 - Christina Drummond asked if the City was also looking at adjacent Township properties. Andrew White stated yes and that the report spoke to this and the biggest opportunities for redevelopment are outside of the City and talk to the Township CIC.
 - Jim Hrivnak stated this is a key priority
- 1.2 Leverage land assembly and infill development opportunities
- Tom Counts stated until the PDC knows exactly what they want to do they can't move on it.
 - Jim Hrivnak stated the PDC has to keep open to opportunities for the future and when they arise.
- 1.3 Encourage mixed-use and higher density development in the downtown district
- Jim Hrivnak stated there are projects now that are in that realm such as COhatch.
 - Jim Hrivnak stated this was a high priority.
 - Andrew White stated there should be an emphasis on the PDC on C and D under Priority Actions of the report. Coordination between PDC and Planning and Zoning.
 - Christina Drummond said it would be useful to know what immediate policy elements need to be in place with this plan.
 - Jim Hrivnak stated we don't need to have our current codes and regulations limit our thinking.
 - Tom Counts stated Priority Action B was important because until the City knows what there is a market for it does not make sense to change zoning. Tom Counts said in Columbus the store fronts are empty and what this would look like in Powell and it could be the opposite.
 - Andrew White said to consider big picture and unattainable goals of other Cities in central Ohio. It is easy to look at roadblocks instead to modify items to fit our needs. There is a need to look at the restrictions of the zoning codes and look at amendments.
 - Dan Swartwout stated regional trends with availability of housing versus the growth of the region there is little doubt the housing will be filled. There is not enough housing for the people moving to central Ohio. There is a brand-new development with Nolan Reserve and that will be a good indicator and look at how we can extrapolate data from the potential mixed-use facilities.
 - Christina Drummond stated the school foot print only feeds one middle school and high school and that could increase and the residents of Powell want an entertainment district and how that feeds into this plan. The impact on the schools is important.
 - Dan Swartwout said north of Seldom Seen feeds Hyatt's and South of Seldom Seen feeds Liberty High Schools.
 - Christina Drummond stated we need to look at the long-term plan with the schools.
 - Tom Counts stated the data with the housing is for the people that do not have children.
 - Nicole stated she is considering moving to downtown Powell with a vibrant area as she becomes an empty nester.

Goal Area 2 – Support growing industries and related opportunities

2.1 Work to retain and attract businesses that fit with the growth in the regional economy and Powell's current and future workforce

- Jim Hrivnak said this is a high priority with Ohio State coming and we should be open to new items.
- Dan Swartwout said COhatch would go with entrepreneurship and professional services and remote working. Business will spin off of Ohio State coming to Powell. Semiconductor

manufacturing opportunities and similar will have to come from parcels outside of the City. The city is doing some things to address these issues now.

- Nicole said this will put the City on the offense with this one.

2.2 Leverage partnerships that prepare the regional workforce to support business in Powell

2.3 Evaluate and monitor Powell's housing market

- Dan Swartwout said a housing survey was done in 2018 or 2019 and would be good to revisit and would address what the City had and what the City needs.

- Jim Hrivnak said the message is to evaluate and monitor with this priority.

Goal Area 3 – Enhance Powell's vibrancy and sense of place

3.1 Work towards scaling amenities to match the character and scale of Powell.

- Jim Hrivnak said the façade project is part of this as well as parking. Identified as a high priority.

- Dan Swartwout said this goes along with other goals as the City discusses other mixed-use developments.

3.2 Grow grant and loan portfolio to diversity business offerings

- Jim Hrivnak said there are other PDC programs that have funding for grants.

3.3 Continue to develop downtown Powell's unique community atmosphere

- Jim Hrivnak mentioned the development of the 13 acres as City Hall.

- Christina Drummond suggested Priority Action letter A was already completed in the Wellness Study that was done. The data was received.

- Jim Hrivnak mentioned the Economic Development Administrator would have to do the work with this priority. Jim Hrivnak asked for an update on the Economic Development position.

- Andrew White stated this was identified under Goal 4

Goal Area 4 – Expand City capacity and capability

4.1 Expand the City's economic and community development capabilities through staffing and resources

- Andrew White stated this is a critical path going forward and it has been discussed at the Council level the need to post a position. A job description has been created. Andrew White feels the City will receive a strong response and move in this fiscal year on the position. The job will be posted this week. There will be some oversight from Council and PDC in the interview process and look at 10 applicants and bring in 3 or 4 applicants for the second interview. Looking at early fall for the position in place. Andrew White feels the City has the resources for the position. There needs to be a website improvement, training, networking for the position. This will take \$150,000 of the budget with salary and benefits for the position.

- Andrew White discussed the impact on the budget and funds available with the budget. This could be a shared cost with Council and the PDC for the position and gain an alignment with the position. The PDC should be the lead economic development arm of the City with Council controlling and managing the organization. This is an important position.

- Jim Hrivnak stated this is the top priority.

- Christina Drummond if the City had to wait until 2024 to start. Andrew White stated the goal is to have someone in place in 2023 this fall. Resources will need to be appropriated in the budget with a new Department.

4.2 Continuously promote the City's economic development vision and the role that businesses or community members can play in it

- The Powell Area Chamber of Commerce is a partner in this goal.

- Jim Hrivnak stated the website needs to be updated for the committee.

- Jim Hrivnak said it is an immediate need.

-Dan Swartwout stated the Powell Chamber is doing an outstanding job. Their reach and footprint have grown over the past few years and bringing businesses together. Dan Swartwout thanked Pam.

4.3 Offer periodic forums for planning boards/staff to discuss the future of the city

4.4 Monitor the capacity of infrastructure and services as new projects are proposed to the City

-Jim Hrivnak said this is done on the Council level but the PDC has not done too many programs with the County or the Township.

-Andrew White stated there is new administration at the Township and Council works with their counterparts at the Township. The Delaware County Finance Authority has opportunities with funding and resources to be invested. At the County level there needs to be more networking opportunities.

-Jim Hrivnak stated the PDC is not moving in this direction at the moment to start a common CIC with the County or Township. Dan Swartwout agreed with Jim Hrivnak's assessment.

-Pam Miller stated an upcoming meeting at the Chamber focusses on economic development opportunities at the County, Township, and she invited the City for the businesses in Powell to learn.

4.5 Develop and implement Community Reinvestment Area

- Andrew White stated Council established a CRA in the downtown. It is a potential opportunity to work with the right development but this is fairly new. This is more for new building or redevelopment. The CRA needs to be clearly listed and laid out.

4.6 Continue to look for opportunities to collaborate on economic development and land use with surrounding townships and the county

Goal Area 5 – Enhance Powell Development Corporation capacity

5.1 Add capacity for economic development activity

5.2 Take a more active approach in marketing Powell

- Jim Hrivnak stated the website was important.

- Heather Karr asked to go back to 5.1 A about diversifying the PDC Board.

- Andrew White stated it is important to look at other boards such as Worthington, Hilliard, and Westerville for reference. Andrew stated the PDC is similar to the board at Worthington. Worthington does a lot with property acquisition with a similar operating budget. They have a larger board. Succession planning is also important as we look into the future.

- Nicole Scott stated do we look at someone who is heavy in real estate and the composition of the board.

-Jim Hrivnak stated the founding documents stated it had 5 members and specific on who the members need to be and how that can be changed and possibly expanding the board.

-Dan Swartwout stated expanding the board would be better than looking at an advisor.

5.3 Execute the economic development strategy and develop ability to advance real estate priorities

-Jim Hrivnak stated this was a high priority.

-Christina Drummond asked if materials are being used with Jobs Ohio in regards to 5.2.

-Jim Hrivnak stated no and that the Economic Development person would work on this one.

-Andrew White stated the City is doing a better job with engagement and Jeff Tyler is working with different agencies.

-Daniel Swartwout stated this covers a lot of what was covered in previous goals.

-Andrew White discussed the Worthington CIC website and where they focus on properties for the City. It could be used as best practices.

- Tom Counts asked what Worthington's strategy is for acquiring properties.

- Andrew White stated he was going to meet with David McCorkle soon who is the Assistant City Manager and oversees the City's CIC. Andrew White is not sure of their strategy but will find out.
- Christina Drummond stated their website goes into specifics on focused redevelopment.

Jim Hrivnak summarized what was discussed during the Camoin Strategy workshop. Jim Hrivnak stated the most important item coming out of the workshop was the hiring of the Economic Development Administrator.

Andrew White thanked everyone for attending the discussion.

Dan Swartwout stated more will be activated once the Economic Development Administrator is hired. Dan Swartwout stated it is crucial to find the right candidate for the position and we should not put timelines on finding the right fit.

Tom Counts stated the City has the same issue with the staff and that we need to get the right people in to do the work and that it is important.

Heather Karr agreed on getting the right person in on the position. Heather Karr said it is nice to see how Council goals are aligning with the Camoin report.

Tom Counts stated Council needs to do a better job with figuring out what they want and define their goals better.

Jim Hrivnak stated he should appear before Council on a regular basis to give them an update on what the PDC is doing.

Christina Drummond stated the timing of the hire is not important. Christina Drummond noted there are a lot of policy discussion that need to happen and the PDC can still move this forward through Council to be ready for the Economic Development Administrator. Christina Drummond also stated there are things like Wayfinding that are already in the CIP and can move forward.

Jim Hrivnak stated it is important to document what is being accomplished.

Pam Miller stated she is seeing great progress in the PDC.

Rosa Ocheltree said there was a kickoff meeting for improvements of the website and it will be a lengthy process to get the update completed.

Jim Hrivnak ended the workshop discussion

FUTURE BUSINESS

Next scheduled Powell Development Corporation Meeting – August 22, 2023 at 7:00 p.m.

ADJOURNMENT

MOTION: Nicole Scott moved to adjourn. Dan Swartwout seconded the motion.

VOTE: Y 4 N 0 (None) AB 0 (None)

Meeting was adjourned at 7:36 p.m. with a vote of 4-0-0.

MINUTES APPROVED: August 22, 2023

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|-----------------------|------|
| Jim Hrivnak, Chair | Date |
|-----------------------|------|

| | |
|--------------------------------|------|
| Elaine McCloskey City Clerk | Date |
|--------------------------------|------|

Powell Development Corporation
Financial Report
As of July 31, 2023

| | <u>2023 Budget</u> | <u>2023 Actual Revenue</u> | <u>2023 Remaining Balance</u> |
|---|------------------------|------------------------------------|---------------------------------------|
| Beginning Balance | \$ 468,614.13 | \$ 468,614.13 | |
| Previous month outstanding checks - cashed | | | |
| Transfer in from General Fund | \$ - | \$ - | \$ - |
| Transfer in from CIP Fund | \$ 385,000.00 | \$ 450,000.00 | \$ (65,000.00) |
| Interest | \$ 15,000.00 | \$ 3,195.33 | \$ 11,804.67 |
| 44 N Liberty Rental Income | \$ - | \$ - | \$ - |
| Other | \$ - | \$ 10,000.00 | \$ (10,000.00) |
| Total Revenue | \$ 868,614.13 | \$ 931,809.46 | \$ (63,195.33) |
| | <u>Budget</u> | <u>Expenditures</u> | <u>Remaining</u> |
| <u>Administrative Expenses</u> | | | |
| Insurance | \$ 1,500.00 | \$ 250.00 | \$ 1,250.00 |
| Audit Fees | \$ 2,000.00 | \$ - | \$ 2,000.00 |
| Tax Preparation Fees | \$ 1,250.00 | \$ 1,219.00 | \$ 31.00 |
| Accounting Fees | \$ 10,000.00 | \$ - | \$ 10,000.00 |
| Charging Station Maintenance (yrly) | \$ 1,000.00 | \$ - | \$ 1,000.00 |
| Charging Station Utility Costs (yrly) | \$ 3,500.00 | \$ 1,971.32 | \$ 1,528.68 |
| Charging Station Installation | \$ 17,000.00 | \$ 16,854.00 | \$ 146.00 |
| Powell Community Concert Band Supplies (shirts) | \$ 2,000.00 | \$ - | \$ 2,000.00 |
| Advertising - Chamber of Commerce | \$ 1,600.00 | \$ 131.25 | \$ 1,468.75 |
| Contingence Expenses | \$ 10,000.00 | \$ 1,082.50 | \$ 8,917.50 |
| <u>Prior Year Remaining Encumbrance</u> | | | |
| Camoin Associates - 2023 | \$ 64,487.25 | \$ 64,487.25 | \$ - |
| <u>44 N. Liberty Expenses</u> | | | |
| Repair and Maintenance Costs | \$ - | \$ - | \$ - |
| <u>Relocation Contracts:</u> | | | |
| Elite Title (2019 - 2023 payout) | \$ 20,000.00 | \$ - | \$ 20,000.00 |
| <u>Job Creation Contracts:</u> | | | |
| BCI (2019 - 2024 payout) | \$ 26,000.00 | \$ - | \$ 26,000.00 |
| Platinum Group (2019 - 2023 payout) | \$ 20,000.00 | \$ - | \$ 20,000.00 |
| <u>Strategic Land Acquisition</u> | | | |
| Elite Land Title Purchase - 4630 W Powell Road | \$ 300,000.00 | \$ 295,291.22 | \$ 4,708.78 |
| <u>Small Busines Grant Program - carry over from 2021</u> | | | |
| Remaining balance to be issued | \$ - | \$ - | \$ - |
| Total Expenditures | \$ 480,337.25 | \$ 381,286.54 | \$ 99,050.71 |
| Total Ending Balance | \$ 388,276.88 | \$ 550,522.92 | |
| Health Giving Escrow | \$ - | \$ - | |
| Powell Chamber Escrow | \$ - | \$ - | |
| Actual Available Ending Balance | \$ 388,276.88 | \$ 550,522.92 | |
| Outstanding check balance | | \$ 2,833.68 | |
| Available Balance | | \$ 553,356.60 | |
| Balance per bank statement - 5/3 | | \$ 90,160.64 | |
| Balance per bank statement - StarOhio | | \$ 463,195.33 | |
| Diff | | \$ 0.63 | |
| <u>Outstanding Checks</u> | | | |
| Oles + Associates | 1200 | \$ 1,219.00 | |
| Powell Chamber of Commerce | 1201 | \$ 131.25 | |
| American Electric Power | 1202 | \$ 1,483.43 | |
| | | \$ 2,833.68 | |

PENDING INVOICES



*** Notification of Approved IPA Contract Invoice - Final ***

Rosa Ocheltree, Finance Director
Powell Community Improvement Corporation
47 Hall Street
Powell, OH 43065

The following represents the billing information submitted to the Auditor of State IPA Portal for the engagement services of Powell Community Improvement Corporation for the period 01/01/2021 through 12/31/2021. This IPA contract invoice is **approved** by the Auditor of State and can be processed for payment to the IPA listed below.

This represents our **Final** invoice for services in connection with the examination of the Powell Community Improvement Corporation for the period 01/01/2021 through 12/31/2021.

IPA Contract Invoice Information

Firm FEIN: 31-0800053

Project Number: 08C97DELA-FI121

IPA Invoice Number: 1

| | |
|---------------------------------------|-----------------------|
| Engagement Services for the period of | 1/1/2022 to 6/30/2022 |
| Final Actual Hours | 20.00 |
| Current Invoice Amount | \$1,480.00 |
| Cumulative Billed | \$1,480.00 |
| Fixed Fee Contract Amount | \$1,480.00 |
| Percent Complete | 100.00% |

Clark, Schaefer, Hackett & Co. hereby certifies that all amounts set forth in this invoice are properly due and payable for work performed by either Clark, Schaefer, Hackett & Co. or a qualified subcontractor.

Submitted by: Brian Mosier on 8/4/2022

Please remit payment to:

Invoice Amount: **\$1,480.00**

Clark, Schaefer, Hackett & Co.
4449 Easton Way
Suite 400
Columbus, OH 43219

Email: bmosier@cschco.com

*** Please do not send payments to Auditor of State ***