



**POWELL DEVELOPMENT CORPORATION
MEETING MINUTES
OCTOBER 24, 2023**

I. CALL TO ORDER/ROLL CALL

Chairman Jim Hrivnak called the Powell Development Corporation meeting to order at 7:00 p.m. Members present for the meeting included: Nicole Scott, Ryan Herchenroether, Mayor Dan Swartwout, and Jim Hrivnak. Absent from the meeting was Andy White, City Manager. Staff present included: Jeffrey Tyler, Assistant City Manager, Rosa Ocheltree, Finance Director, Samantha Borchers, Assistant Finance Director, and Jason Nahvi, Human Resource Manager. Also, in attendance was Councilmember Christina Drummond and Gavin Jordan, Student Intern.

II. APPROVAL OF MINUTES

- a. Approval of the Minutes from the Powell Development Corporation Meeting held on September 26, 2023.

Chairman Hrivnak requested some clerical changes to the minutes. These changes included members present at the meeting and signature line to reflect Chairman Hrivnak. Chairman Hrivnak also requested clarification regarding the Financial Report discussion relating to signatures added to the bank account. Chairman Hrivnak clarified that only City Manager White and himself are the only ones on the account. Finance Director Ocheltree confirmed this and the plan is to add Nicole Scott and a Finance Department staff member. Chairman Hrivnak also discussed that either himself or City Manager White will need to be present for the addition of signatures on the account.

MOTION: Chairman Hrivnak motioned to table the minutes until they are amended at the next meeting. Dan Swartwout seconded the motion. Motion passed with a vote of 4-0.

VOTE: Y-4 N-0 AB-0

III. REPORT OF THE PRESIDENT

- a. Make up of Powell Development Corporation Board

Chairman Hrivnak discussed the make up of members of the board. Mayor Swartwout discussed that the composition of the board allows for no more than three members can be employees of the City, including councilmembers. Assistant City Manager Tyler informed the Board that there are two seats that will be expire at the end of the year,

including Chairman Hrivnak and Nicole Scott. Chairman Hrivnak indicated his desire to continue on the board.

IV. REPORT OF THE TREASURER

a. Financial Report - September, 2023

Samantha Borchers reviewed the September Financial Report. She clarified that the charging station utility cost was for two months of utility costs. The accounting fees was a bank fee due to the City contribution of the CIP Fund that was caught in the City's positive pay and was not approved. There was a fee incurred and reissued through a check to the PDC, but there was a charge for the bank return fee. Finance Director Ocheltree clarified on the utility cost that there is a ticket open for AEP to review the invoice, but has not had any follow up.

Samantha Borchers discussed the net loss for the month of September and the YTD Net Income. There is one outstanding check for AEP. Chairman Hrivnak questioned the \$10,000 "Other" in the Income Section. It was discussed that this is related to Elite Land Title Tenant Payment. Staff will need to review the lease to determine if this will be annual. Chairman Hrivnak recommended this be classified differently.

Finance Director Ocheltree voiced a question relating to expenses for 44 North Liberty. There is no tenant and the City is currently paying for the utilities. She questioned if the City of the PDC should be paying for the utility, since the PDC rents the property from the City. Chairman Hrivnak confirmed that the PDC should pay for the utilities. Staff will determine past payments made by the City. Nicole Scott questioned ongoing utility costs and that utilities are kept at a base level to prevent pipe freezing. Assistant City Manager to look into which utilities are still on and needed.

Samantha Borchers reviewed the received notice from West Bend Mutual regarding coverage change. Also reviewed the bills that are presented for review and approval including the AEP Ohio Bill and Ohio Auditor of State. Finance Director Ocheltree discussed the Transmission Service Charge in the current AEP Ohio charges. Mayor Swartwout questioned that the bill reflects Village of Powell and not City. This request for change in title has been made by staff in the past.

MOTION: Chairman Hrivnak moved to approve AEP Ohio Bill in the amount of \$1,584.43. Ryan Herchenroether seconded. Prior to the vote Mayor Swartwout questioned if the invoices can be included in the packet to be reviewed prior. It was confirmed that this document was in the packet. Following the discussion, a vote was taken by the board for approval of the motion. Motion passed with a vote of 4-0.

VOTE: Y-4 N-0 AB-0

Treasurer Scott reviewed the bill in the amount of \$192.70 from the Ohio Auditor of State. Finance Director Ocheltree explained that this is the annual fee for the review of the audit findings presented by the external auditor.

MOTION: Jim Hrivnak moved to approve the Ohio Auditor of State bill in the amount of \$192.70. Nicole Scott seconded. Motion Passed with a vote of 4-0.

VOTE: Y-4 N-0 AB-0

V. CITY COUNCIL / COMMISSION / COMMITTEE REPORTS

Mayor Swartwout provided a clarification that it will be a council decision on the make up of the board and he will no longer be a council representative come 2024, but that he would consider being a part of the board as a citizen and that it will also be up to Council regarding the reappointments and new appointments. He provided a review on meeting discussions and council actions including the CIP, Redwood Development and Economic Development Agreement and FOP Contracts for Patrol Officers and Sergeants.

Assistant City Manager Tyler discussed that the next Planning and Zoning meeting will be held on November 9 due to the election date and needing to move the City Council meeting. At this meeting, the CoHatch Sketch Plan will be reviewed.

VI. NEW BUSINESS

a. Powell Development Corporation Operational Budget – 2024

Assistant Finance Director Borchers reviewed the beginning balance. Star Ohio Interest budgeting for \$30,000 for the year. CIP Fund transfer is based on the City's CIP balance. Expenditures were reviewed with increases to charging station utility cost and advertising. Chairman Hrivnak discussed adding the rental fee under Other and recommended \$12,000 as the total. Mayor Swartwout questioned if the tenant will be present for the full year and what the lease says. Treasure Scott recommended not having it in the budget if staff can verify the lease agreement. Chairman Hrivnak agreed. The Board reviewed what the projected year end balance for 2023 will be. Chairman Hrivnak discussed a possible increase in expenses related to insurance. A discussion was held on splitting liability insurance and property insurance. Chairman Hrivnak recommended increasing the Tax Preparation Fee to \$2,000. Finance Director Ocheltree discussed the Accounting Fees and this can be used to have the accounting consultant assist the PDC if needed. A discussion held on the website cost. Finance Director Ocheltree discussed the monthly fee for website maintenance for the City, including PDC. Treasurer Scott questioned is there a decision related to economic director role in cost sharing and if this would come later as an amendment. Assistant City Manager explained that cost sharing has not been settled at this point. Chairman Hrivnak recommended taking a conservation approach and have a line item of \$100,000. Assistant Manager reviewed the rental agreement for CoHatch, which is part of the CoHatch Economic Development Agreement. He also discussed the Downtown Façade Improvement Program and that the program provides funds on the commercial side and also some money for the residential side. Through the TIF there was a residential investment grant program where a certain percentage of funds are set aside for residential rehabilitation. Two of these grants were issued this year. He explained that this is a companion piece that allows for commercial rehabilitation.

MOTION: Dan Swartwout moved to approve the 2024 Budget. Ryan Herchenroether seconded. Motion Passed with a vote of 4-0.

VOTE: Y-4 N-0 AB-0

The approved 2024 Powell Development Corporation Operational Budget are attached as Exhibit A.

b. Discussion on Facade Program

There were no additional comments regarding the Façade Program.

c. Update on CoHatch Agreement

Assistant City Manager Tyler reviewed the agreement. CoHatch was obligated to purchase the property and will be responsible for the demolition, construction and opening of the facility. They will also be responsible for a shared parking agreement with the City and scholarship opportunities. Council approved a Community Reinvestment Area to provide tax abatement or 100% for 15 years. CoHatch will have to pay back 25% to the schools on an annual basis. There will be TIF reimbursement for the demolition and reconstruction of the parking lot. Staff is currently working on a grant with ODOD to assist with demolition for 50 East Olentangy property. He discussed the PDC obligation. Mayor Swartwout discussed the October 17 City Council meeting in which the Community Attitude Survey was presented and a key finding was relating to downtown parking. He discussed looking at parking as a key focus for future development.

d. Review of Economic Development Position Hiring Process

Assistant City Manager Tyler provided the hiring process and the interview process of three candidates. An offer was made to a candidate and he has formally accepted the offer and plans to start in December.

VII. OLD BUSINESS

a. Website Design

Finance Director Ocheltree discussed that the process can take up to nine months.

Chairman Hrivnak also discussed having a marketing firm to update the logo.

VIII. FUTURE BUSINESS

a. Next Meeting Date: November 28, 2023

Mayor Swartwout discussed the planned December meeting date. Chairman Hrivnak discussed possibly having a special meeting due to the holidays if it is needed. This can be determined at the November meeting.

IX. ADJOURNMENT

MOTION: Jim Hrivnak moved to adjourn the Powell Development Corporation meeting. Mayor Dan Swartwout seconded. Motion passed with a vote of 4-0. The meeting adjourned at 8:19 p.m.

VOTE: Y-4 N-0 AB-0

 11/28/23
Jim Hrivnak, Chairman Date

 11/28/23
Elaine McCloskey, Clerk Date

**Powell Development Corporation
2024 Adopted Budget**

	2023 Budget	Budget	New	Notes:
Beginning Balance	\$ 468,614.13	\$ 700,000.00		This is an estimate. Beg. Balance will vary based on actual 2023 expenses.
Transfer in from General Fund	\$ -	\$ -		
Transfer in from CIP Fund	\$ 450,000.00	\$ 850,000.00		
Interest	\$ 15,000.00	\$ 30,000.00		Star Ohio monthly statements
44 N Liberty Rental Income	\$ -	\$ -		
Other	\$ -	\$ -		Verify \$ per agreement
Total Revenue	\$ 933,614.13	\$ 1,580,000.00		
	<u>Budget</u>	<u>Expenditures</u>		
<u>Administrative Expenses</u>				
Salaries	\$ -	\$ 100,000.00		50% of fully loaded rate
Insurance	\$ 1,500.00	\$ 2,500.00		
Audit Fees	\$ 2,000.00	\$ 2,000.00		
Tax Preparation Fees	\$ 1,250.00	\$ 2,000.00		
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	\$ 18,000.00		Discuss increase based on current billing.
44 N. Liberty Utilities	\$ -	\$ 2,400.00	X	
Charging Station Installation	\$ 17,000.00	\$ -		
Powell Community Concert Band Supplies (shirts)	\$ 2,000.00	\$ 2,000.00		
Advertising - Chamber of Commerce	\$ 1,600.00	\$ 2,000.00		
Website Costs	\$ -	\$ 10,000.00		
Promotional Video/Material	\$ -	\$ 20,000.00	X	
Powell Festival Sponsorship	\$ -	\$ 20,000.00	X	
Contingency	\$ 10,000.00	\$ 10,000.00		
<u>Prior Year Remaining Encumbrance</u>				
Camoin Associates - 2023	\$ 64,487.25	\$ -		
<u>Relocation Contracts:</u>				
Elite Title (2019 - 2023 payout)	\$ 20,000.00	\$ -		PDC should reach out to contact to closeout pending reimbursements
<u>Job Creation Contracts:</u>				
BCI (2019 - 2024 payout)	\$ 26,000.00	\$ 26,000.00		
Platinum Group (2019 - 2023 payout)	\$ 20,000.00	\$ -		
<u>Strategic Land Acquisition</u>				
Elite Land Title Purchase - 4630 W Powell Road	\$ 300,000.00	\$ 296,250.00		2nd Payment
<u>Cohatch Economic Development Agreement</u>				
Development Grant (\$940,000 in 5 years)	\$ -	\$ 188,000.00	X	
Rental Agreement	\$ -	\$ -		
<u>Downtown Façade Improvement Program</u>				
Blanket Distribution	\$ -	\$ 100,000.00	X	Up to \$25,000 per application/project. Up to 4 grants per year
Total Expenditures	\$ 480,337.25	\$ 712,150.00		
Total Ending Balance	\$ 453,276.88	\$ 867,850.00		
Health Giving Escrow	\$ -	\$ -		
Powell Chamber Escrow	\$ -	\$ -		
Actual Available Ending Balance	\$ 453,276.88	\$ 867,850.00		
Available Balance		\$ 867,850.00		

