



**POWELL DEVELOPMENT CORPORATION  
MEETING MINUTES  
SEPTEMBER 26, 2023**

**I. CALL TO ORDER/ROLL CALL**

Chairman Jim Hrivnak called the September 26, 2023, Powell Development Corporation meeting to order at 7:04 p.m. The following members were present for the meeting: Jim Hrivnak, Chairman; Nicole Scott, Treasurer; Andy White, City Manager; Mayor Daniel Swartwout, Council Representative. Absent from the meeting was Ryan Hercehnroether. Also in attendance was Rosa Ocheltree, Finance Director; Samantha Borchers, Assistant Finance Director; and Pam Miller from the Powell Chamber of Commerce.

**II. APPROVAL OF MINUTES**

- a. Approval of the Minutes from the Powell Development Corporation meeting held on August 22, 2023.

MOTION: Daniel Swartwout moved to approve the Powell Development Corporation Meeting Minutes of August 22, 2023. Chairman Jim Hrivnak seconded. Motion approved with a vote of 3-0-1 (abstain: Nicole Scott).

VOTE: Y: 3      N: 0 (None)      AB: 1

**III. REPORT OF THE PRESIDENT**

There was no comments provided.

**IV. REPORT OF THE TREASURER**

- a. Financial Reports - August, 2023

Assistant Finance Director Borchers edited the report to show monthly activities. For the month of August there was a \$200,000 transfer from the CIP Fund, \$2,696.53 of interest in the STAR Ohio Account, also there was approximately \$1,500 paid towards audit fees. Year to date net income is \$751,739.45. City Manager White acknowledged the significance of the transfer and the commitment from the City to the Development Corporation. City Manager White and Chairman Hrivnak provided their gratitude to Council for their support. Chairman Hrivnak questioned the status of the signature cards for the bank. Staff reported that either Chairman Hrivnak or City Manager White would need to go to the bank to add signatures to the account. Finance Director Ocheltree explained that either both or one can go to the bank to complete this process, and staff also needs to be added. This would allow Nicole Scott access to the bank.

**V. CITY COUNCIL / COMMISSION / COMMITTEE REPORTS**

Mayor Swartwout provided an update highlighting the past City Council meetings in which Council has been preparing for the upcoming budget season. There have been work shops related to the potential redevelopment of Village Green relating to place setting, design guidelines and working on an agreement. There was also the first reading of 2024-2028 CIP and also for a potential economic

development agreement for Redwood. He expects these items to be on for a second reading at the next regular meeting. He discussed the proposed CIP has more details on projects, timelines, and funding. Finance Director Ocheltree discussed that last years CIP included projects to only be funded through the CIP, but this years proposed CIP incorporates other major projects that have funding from other funds, such as, General Funds or TIFs. City Manager White also discussed the inclusion of grant dollars in the proposed CIP.

City Manager White discussed looking at partnering with private entities for large scale engineering projects and discussed the North Depot being flipped for Encore Park. He discussed that it has been two years since the passage of the income tax increase and residents are going to see more projects completed. This funding is cash flow from existing resources due to the restructuring of the income tax. He noted that \$49 M dollars of funding is dedicated to the project scope over five year plan. Mayor Swartwout provided further information on how to access previous recordings and agenda materials on the website, especially relating to the redevelopment of Village Green.

Mayor Swartwout discussed attending the recent Planning and Zoning Commission meeting that included a presentation on a potential next phase of Horse Power Farms. There was a lot of community interest and public comment regarding the sketch plan. Being a sketch plan, there was no formal action taken by the Commission.

## **VI. NEW BUSINESS**

### **a. Powell Development Corporation Operational Budget - 2024**

Finance Director Ocheltree discussed the budget process and that the City is starting the operating budget process. For the Powell Development Corporation budget, the normal process would be for the board to talk about the strategy and what they want to accomplish. Once these are identified, then staff can determine what resources will be needed to accomplish their goals and then embed these figures into the budget. The budget needs to be completed earlier or at the same time as the City budget is approved. She is currently planning on having the first reading of the budget presented to the City Council at the November 7 meeting. She is hoping to have the budget from PDC by the first reading.

Finance Director Ocheltree reviewed the beginning balance of year end, the transfer of the City to the PDC, and the interest rate of STAR Ohio. Based on these factors she discussed the anticipated funds available to the PDC. She reviewed the expenditures, including audit fees, insurance renewals, tax preparation fees, accounting fees, and EV charging station maintenance. Ms. Borchers discussed the charging station increased utility costs. At the Murphy Park charging station, AEP has started charging a transmission and distribution fee. This is a new fee, and the monthly invoices for electric have increased from approximately \$250/month to \$1,500/month. Chairman Hrivnak discussed that Assistant City Manager Tyler indicated that he would be working on a reconciliation with staff and do a market survey to present at a future meeting. Nicole Scott questioned if the rates charged have flexibility to change as the PDC sees fit. The PDC set up the pricing structure and can change. This is not seen in the Fee Schedule. Finance Director Ocheltree discussed that she sent the invoice to the energy consultant to review.

Chairman Hrivnak discussed the new website cost. staff is estimating the cost to revamp the website at around \$50,000. Finance Director Ocheltree discussed that there will be a part of the cost for the website by the PDC, but is unsure the amount. She also discussed other projects, including the pending job creation contract with a final payout in 2024, and development grant attached to CoHatch TIF agreement. Nicole Scott questioned if there was further discussion on the cost structure for the economic development position. City Manager White discussed the template provides the availability of fund balance that is not appropriated. The budget does not include the expression of the liability of the cost share of the employee to be hired. They are currently in the interview process and hope to include a



final interview process to include Chairman Hrivnak and other members of Council. Chairman Hrivnak discussed the Facade Improvement Program and voiced his support of the concept and may need more detailed discussion on consideration of limited projects or limit the total investment. City Manager discussed the benefit of having the Economic Development position to assist with this project alongside staff and PDC. Chairman Hrivnak requested that members of the board bring back at the next meeting requested items to be added to the budget. Finance Director recommended that PDC consider adopting a Fund Balance Policy. This will allow the PDC to know their limits.

## VII. FUTURE BUSINESS

### PUBLIC PARTICIPATION:

Pam Miller, Executive Director  
Powell Area Chamber of Commerce  
36 Grace Drive  
Powell, Ohio

Pam Miller invited the PDC to attend the upcoming workshop on October 18, 2023 on Intel on Intel.

- a. Next Meeting Date - October 24, 2023 @ 7 pm

## VIII. ADJOURNMENT

MOTION: Mayor Dan Swartwout moved to adjourn the Powell Development Corporation Meeting. This motion was seconded by City Manager Andy White. Motion approved by consensus. The meeting adjourned at 7:57 p.m.

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

MINUTES APPROVED: Tuesday, November <sup>28 9m</sup> 21, 2023

 11/28/23  
Jim Hrivnak, Chairman Date

 11/28/2023  
Elaine McCloskey, Clerk Date

