

**Economic Development Incentive Committee**  
**May 9, 2023**  
**Meeting Minutes**

**Call to Order:**

Vice Chair Koch called the meeting to order at 2:00 pm. The following members were present constituting a quorum: Abby Bemis, Marcus Harris, Sarah Chiappone- designee of Brendan Heil and Paul Koch. Also present were Interim Director of Community Development, Colleen Gilson, Finance Director, Michelle Reeder, and Administrative Assistant for the Community Development Department Quinn Rambo. Chair Nickles notified Staff that he was unable to attend the meeting in advance. Vice Chair Koch asked Ms. Chiappone if she would be voting on Mr. Heil's behalf. Ms. Chiappone stated she would be voting.

**Approval of minutes from March 14, 2023, meeting:**

Vice Chair Koch asked for a motion on the minutes. Mrs. Bemis made a motion to approve the minutes as presented and Mr. Harris seconded the motion. All members voted to approve the minutes, as presented.

**Program Financial Update**

Vice Chair Koch asked Mrs. Gilson to present the program financial update. Mrs. Gilson stated that the current cash balance of the program was \$726,397.00 as of May 1, 2023. Funding available, after encumbered projects was \$681,397.00. Vice Chair Koch asked about the line item for \$10,000. Mrs. Gilson stated that was for Sweet Potato Catering and they had asked for an extension. Mr. Harris asked if Pipe Creek project was moving forward. Mrs. Gilson confirmed the project was in progress.

**Review of Applications Received**

**El Pino, LLC (DBA, EL Patron)**

Vice Chair Koch introduced the first application and asked for Staff report. Ms. Gilson stated the applicant was seeking a grant to resurface the parking lot, install new walkways, exterior lighting, and a new HVAC system. The total improvement costs were \$140,671.00, Staff recommended a grant in the amount of \$15,000.00 with the conditions that all applicable permits were obtained prior to construction and a sign would be displayed for one year after completion of the project. Vice Chair Koch stated that he had a conflict of interest with the application and could not vote on this topic. Mr. Harris congratulated the applicant for his purchase of the property and on his commitment to Sandusky. Mrs. Gilson added this property was included in the Southside Planning Area and would be an excellent project to kick off the Southside Project that was approved the night prior at the City Commission meeting.

Vice Chair Koch asked for a motion. Mr. Harris made a motion to grant \$15,000, per staff recommendation, for El Pino, LLC (DBA, EL Patron). Mrs. Bemis seconded the motion. A vote was called, and all Committee Members, except for Vice Chair Koch, approved of the motion.

#### **RGCC Properties, LLC- 1118 W. Washington Street**

Vice Chair Koch introduced the next application and asked for Staff report. Mrs. Gilson introduced the application for RGCC Properties, LLC- 1118 W. Washington Street, the applicant was seeking a grant for the renovation/ restoration to the building, which included exterior and interior work, installation of new doors and windows, electrical, plumbing, and HVAC. There was a "stop work" order issued for the property because of the Landmark Commission approvals for the windows not being met. The applicant was in process of rectifying the issue. The applicant was asking for \$44,000.00 in grant funds. Staff was recommending a grant of \$15,000.00 with the conditions that all relevant permits were acquired, implementation/ adherence to all conditions of the Landmark Commission were followed, and a sign displayed evidencing the City of Sandusky support for one year. There was discussion among the Committee about the applicant not having their business in the space and if the Committee should be supporting an application that included transient rental and office space. The Committee agreed that funds could be used that would focus on the office space of the renovation project.

Vice Chair Koch made a motion to approve a grant of \$4,400.00, with the option for the applicant to give a more itemized/ detailed cost breakdown for the business portion of the renovation. The motion was seconded by Mr. Harris. All voting members of the Committee approved the motion.

#### **Discussion**

Mrs. Bemis asked what the reasoning was behind not letting applicants include acquisition costs in their requests for grants. Vice Chair Koch stated he thought it was important to know what kind of investment the applicant has made but that it should not be included in grant requests. Mr. Harris added that new construction was an exception, that an applicant can get assistance to build a new building but not for the requisition of land purchase.

#### **Public Participation/ Comments**

Mrs. Sharon Johnson stated that she was against grant money being used for parking lots, walkways, and exterior lighting and that the funds should be used for the improvement of the buildings. She would like the City to create a point system to evaluate the applications. She also wanted the funds for the Destination Fund balance reported on the financials of the EDIC Grant Financial Report, since they are being used together on some projects. Mrs. Reeder stated the Destination Funds will not be used just for grants. Mrs. Johnson stated she felt that extensions should not be approved by Staff and should have to come back to the Committee. Vice Chair Koch thanked Mrs. Johnson for her comments.

**Meeting Adjournment:**

Vice Chair Koch called for a motion to adjourn. Mr. Harris moved to adjourn the meeting and Mrs. Bemis seconded the motion. All members were in favor of the motion and the meeting ended at 2:48 pm.

APPROVED:

  
\_\_\_\_\_  
Secretary

  
\_\_\_\_\_  
Chair/ Vice Chair