

Economic Development Incentive Committee

October 10, 2023

Meeting Minutes

Call to Order:

Chair Nickles called the meeting to order at 2:04 pm. The following members were present constituting a quorum: Abbey Bemis, Marcus Harris, Paul Koch, and Al Nickles. Also present were Director of Community Development, Colleen Gilson, and Administrative Assistant for the Community Development Department Quinn Rambo. Ms. Sarah Chiappone notified Staff, in advance, that she was unable to attend the meeting.

Approval of minutes from September 12, 2023, meeting:

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

Financial Report and Project Updates

Chair Nickles asked for Mrs. Gilson to present the financials. Mrs. Gilson stated that the 2023 program funding available for 2023 was \$986,397.00, the encumbered funding was \$698,900.00, as of the meeting date- there was \$287, 497.00 currently available, and if the Committee approved today's application the total available funds would be \$277, 497.00.

Chair Nickles asked for a motion on the updated financial report. Mr. Harris made a motion to accept the program financial report as presented. The motion was seconded by Vice Chair Koch. A vote was called, and all members approved of the program's financial report, unanimously.

Mrs. Gilson continued with updates on previous grant recipients (1) Thirsty Pony Expansion – project scope was completed. All necessary permits were closed, the grant was disbursed, and the business was open and operating, (2) Pipe Creek Wharf – Owner/developer requested an extension until December 31, 2023 and the extension was granted by City Manager, (3) Small City Taphouse (Cattien LLC) – the façade improvements (tuck pointing) were planned to begin in mid-October, these were originally scheduled to start in September, but were delayed due to additional work added to scope. This was the final phase of improvements that were supported by the Economic Development grant made a few years ago, (4) Family Health Services – requested an extension for completion until June 30, 2024, due to material delays, which was granted by City Manager, (5) Sandusky Book Bar – project was about 95% complete, final installation of fixtures/ furniture and cleaning was underway. The final inspections and certificate of occupancy were expected in the coming weeks with a soft opening at the end of month.

Review of Applications and Staff Recommendations

Patina Creekside Coffee- 2434 W. Monroe Street

Chair Nickles introduced the first application and asked for the Staff report. Ms. Gilson stated she had one application with Staff recommendation for consideration. The location of the business was at 2434 W Monroe – otherwise known as the Patina Building. The female owned business would be a full-service coffee bar that would complement other offerings at the Patina Building. The co-owners were Tracey Baker, who had 15 years' experience within the coffee business, and Heather Byington was co-owner of the Benny B Barbershop, the Patina Building, Patina Porch, and several other residential investment properties. Patina Creekside Coffee would be nestled along the forthcoming expansion of the Sandusky Bay Pathway and provide a resting stop for cyclists to enjoy nature while resting. It would also provide area residents with a quaint location to gather in the morning before work, the day's activities, a place to break at lunch, or after work. Patina Creekside Coffee would be open year-round, with hours scheduled off customer needs/habits but the owners estimated 8 hours per day at present. The applicants planned to operate Patina Creekside Coffee and after a couple of years of operation, they hoped to hire two to three additional part-time employees. The estimated project cost was approximately \$30,000 with much of those costs being associated with machinery and supplies. Staff were recommending a \$10,000 grant through the City's Economic Development Fund program. Ms. Gilson stated that in supporting this endeavor the City would be supporting a startup, women-owned, neighborhood, small business and would expand the business efforts already in place at the Patina Building. Mrs. Bemis asked if the coffee shop would be in the same space as the bar and if the City had funded any of existing business previously. Mrs. Gilson answered that the coffee shop would be in the same area as the bar, and she did not find where the City had given funds for this business previously. Mrs. Bemis asked if the list of eligible uses was allowed by grant funding and Mrs. Gilson confirmed they were eligible for funding. Mrs. Gilson stated the applicants had requested a larger grant, but she recommended a lesser amount because of the grant guidelines.

Vice Chair Koch made a motion to approve the application as presented. The motion was seconded by Mr. Harris. A vote was called, and all Committee members voted to approve the application for \$10,000.

Old Business

Ethel's Quilt Shoppe- 279 E. Market Street

Mrs. Gilson stated that at the September EDIC meeting a grant recommendation was offered by Staff and approved for Ethel's Quilt Shoppe. As present, the total projects costs were approximately \$19,000 and a grant was approved at \$7,500. Recently, Staff met with shop owner, Jackie Sennish, and learned that project scope had changed. Ms. Sennish received donated labor for the project, which reduced the cost to the project and elected to scale back on improvements to the space. The new total project cost was estimated at \$7,500. Staff recommended a change to the grant award to the amount of \$3,500. Chair Nickles asked if the applicant had signed the grant agreement. Mrs. Gilson stated she met with the Law Dept and

since Ms. Sennish had not signed the original grant agreement that if the Committee approved the reduction in funds at this meeting, the grant agreement could be amended.

Mr. Marcus made a motion to amend the previous grant agreement to the amount of \$3500 as recommended by Staff. Mrs. Bemis seconded the motion. A vote was called, and all members approved the amended grant agreement.

Public Participation/ Comments

There was no public present for public participation.

Mrs. Gilson shared that she was meeting with 3 small business owners for the next meeting and that word was getting passed among the community by word of mouth. Mr. Harris asked about the status of the former Fenderson building. Mrs. Gilson shared that it was her understanding that the application that had been received for the property has not moved forward; the project concept abandoned and that the building was available for development/sale.


Meeting Adjournment:

Chair Nickles called for a motion to adjourn. Mr. Harris moved to adjourn the meeting and Vice Chair Koch seconded the motion. All members were in favor of the motion and the meeting ended at 2:23 pm.

APPROVED:



Secretary



Chair/ Vice Chair