

MINUTES
FINANCE/ECONOMIC DEVELOPMENT COMMITTEE
JULY 6, 2020

The Finance/ED committee met on July 7, 2020, at 4:30 p.m. in the Council Chambers and via teleconference and zoom.

Present in person: Chairman Colwell, Alderman Connor, Alderman Braun, Alderman Sharp, Mayor White, Economic Development Director Beadles and Office Manager Passage

Present on Conference call: Alderman Hughes

Chairman Colwell called the meeting to order.

PUBLIC COMMENT

No Public Comment

PURPOSE

Chairman Colwell stated that Jerry Donnelly and Mike Connor was present for the topic of Façade, therefore; he recommended that the topic of façade be moved forward.

Economic Development Director Beadles stated she received a façade application from Jerry Donnelly for the property located at 1217 Second Street. The building is to the north of Nat's Place.

The request is for the improvement of the south side of the building. ED Director Beadles stated that this would be a General Fund Façade and the maximum is \$2,500.00.

Mayor White stated the project does not meet the façade program rules as the renovation is not for the front of the building. Mr. Donnelly addressed the committee stating that the rules do not state only the front of the property. Mr. Connor stated that he believes the program is counterproductive to the mission.

Chairman Colwell explained that at the current time the program limits the project to the structure that is facing the front of the street address. He also advised that there have been other applications that were denied funding because of the same reason.

Economic Development Director read a letter of support for the project from the owner of Flexi Snake. (see attached)

Mayor White stated that the committee could revisit the rules for next year's program. Chairman Colwell also was in agreement to revisit the rules for the program before it opens in the next fiscal year. Alderman Sharp was also in favor of revisiting the rules.

Mr. Connor stated that he could revise the request to place signage on the front of the building, however; that is not where the improvement should be.

The consensus of the committee was to reject the façade application as submitted and to revisit the program rules before the program opens in the next fiscal year.

Finance

Budget Review – Office Manager Passage stated that the budget comparison report has been sent out. Expenses are within budget. We are just entering the time period of declined revenue. Revenue for June is down especially for video gaming. At the August meeting she will do a first quarter review giving come comparisons.

Risk Management – Insurance Renewal – It is time to submit the packet of information to renew the insurance for the City. This would be for property, work comp, vehicle, and equipment. The cost last year was \$138,560.23. Chairman Colwell stated that the fire equipment was removed last year from the insurance.

EDC

Request for Proposals – First Street Properties – Economic Development Director Beadles stated the property is located on the west side of first and walnut and it is two lots. Parcel numbers are 05-21-358-024, and 05-21-580-23. The City also owns the lots on the west side of first and walnut. Parcel numbers are 05-21-359-005, and 05-21-359-006. Mayor White stated that there is possibly someone interested in the Bananas property, who might want the property the city owns. A discussion was held regarding the time table for the request for proposals. The consensus of the committee was to bring to the City Council meeting on July 13, the request to seek proposals for the city owned property.

Discussion – Potential TIF Business Projects – Mayor White stated that with TIF Central Business coming to a close in 2022, he would like to gather all potential projects for the area, such as Infrastructure, incentives, façade and operating expenses. Office Manager Passage went over a list of projects that are currently in the budget and others that are potential projects. Mayor White asked that each committee member think about any projects and turn them into Office Manager Passage to be placed on the list. Alderman Connor asked that the City Engineer and Superintendent Sutherland be contacted to give their input for the infrastructure projects.

Decorative Lighting Policy – Revision – Office Manager Passage stated he City of Chillicothe has a decorative lighting policy that was passed in 2002 and is outdated. Office Manager Passage proposed that the current policy be deleted and that the revised policy be adopted in its' place (see attached). The consensus of the committee was to present the revised policy to the city council on July 13 for approval.

Gateway Sign – Mayor White advised the committee that the current welcome signs at the North and South entrance do not meet the I.D.O.T. requirements. He advised that the city received a correspondence from I.D.O.T. stated that the signs need to be removed. He stated that Ken Coulter has talked with I.D.O.T. and the city can put up a gateway sign if it meets all the I.D.O.T. requirements. He is working with Owens Design to get a proposal that would meet the requirements and will bring the proposal to a future Finance/ED committee meeting.

Christmas Decorations – TIF Plaza – ED Director Beadles – Economic Development Director Beadles reported that she has obtained a couple of proposals from Display Sales for the purchase of Christmas decorations to be placed on the 14 light poles along Fourth street. She stated one proposal was for a lighted Snow Flake and the other was for lighted wreaths. She explained to receive a discount she would need order for all 14 poles, which means that the \$5,000.00 priority one project, Christmas Decorations, in TIF Central Business would need to be moved forward and approved as a project.

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Landscaping – Video Message Center - Mayor White - Mayor White stated that he has obtained a proposal from Peters Landscaping in the amount of \$6,600.00, to landscape around the video message center. He will be installing rivercrest wall boarder with ledgerstone coping, top soil, perennials, weed fabric and river rock. Mayor White explained it will be similar to the walnut street median.

Alderman Hughes asked that the contract that we have with CEFUCU be checked to insure that we can do the landscaping. Mayor White stated he would check the contract. The consensus of the committee was to bring the proposal to the July 13 council meeting for approval.

TIF Plaza – Trees – Mayor White stated that trees were removed from the area between Plaza Drive and Route 29. When the permit from I.D.O.T. was obtained to remove the trees it gave permission to plant trees also. Office Manager Passage stated Superintendent Sutherland is working with I.D.O.T to determine the types of trees that can be planted. Alderman Connor recommended that once the list of trees, that may be planted, are obtained that Superintendent Sutherland check with Mr. Bennett, who works with the Shademakers committee, for his recommendation.

The consensus of the committee is to place the purchase of trees on agenda for July 13, for approval. Should Superintendent Sutherland not have the cost it will be withdrawn.

Budget Review –ED Director Beadles gave an overview of the HELP loans, TIF Business and TIF Plaza incentive payouts along with Façade Program line items. She stated there were no new HELP loans and there is approximately \$117,000.00 available for loans.

Outstanding HELP Loan Balance – Economic Development Director Beadles reported there are two loans that are slow pay. Nick Auto and Chad Auto. Mayor White explained that these loans have lower balances and they are behind, however; making payments. Economic Development Director Beadles reported two business that are delinquent.

1. Bowl and Arrow balance \$43,219.57 and have not paid since February. Attempts have been made to contact, with no response.
2. Resurrection Welding – they have two loans. \$104,026.17 balance and \$12,946.27. Mayor White stated that he talked with Mr. Meyers, owner of Resurrection Welding and had a hand shake agreement followed up by an email. The agreement was that Mr. Meyers would catch up his loans by August 1. It was reported that he made one payment and the check came back as insufficient funds and came in and paid cash for that payment. Mayor White stated Mr. Meyers has asked for an extension and he advised him to attend this meeting and have a payment plan to present to the committee. Mr. Meyers did not show for the meeting. It was stated that to catch up what he is behind is \$7,337.27. A discussion ensued. After discussion the consensus of the committee was to have the attorney send a letter to Mr. Meyers advising him that he needs to have his loan caught up by August 1.

OLD BUSINESS

Email – Quote – Microsoft 365 – Nothing to report
Water Rate Increase – Nothing to report

M & T Commission Report – There was a M & T Commission meeting today and they talked about possibly having another event like the 2nd Saturday event.

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Grant Status – Economic Development Director is working on closing out the Sidewalk Grant.

SUMMARY

Chairman Action – Nothing to report

Council Agenda Items – Request for Proposals – First & Walnut Street Properties

Decorative Light Pole Policy

Purchase – Christmas Decorations

Landscaping – 616 Fourth Video Message Center

Purchase – Trees Plaza Drive

There being no further business the meeting adjourned at 6:07 p.m.

Respectfully,

Danny Colwell

Chairman

CITY OF CHILLICOTHE DECORATIVE LIGHT POLES POLICY

PURPOSE

To ensure the decorative light poles are used within the guidelines outlined by the City of Chillicothe.

POLICY

The decorative light poles are located on Walnut Street, Second Street and through the City Park. They are located within the Central Business District. The City of Chillicothe will make every reasonable effort to ensure that the poles display a sense of pride for our community.

PROCEDURE

Nothing may be hung or placed on the decorative light poles without prior review by the Finance/Economic Development Committee and approved by a majority vote of the city council.

Below is a list of items that have been approved:

- The United States Flag will be placed on the poles located on Second Street from May 1, through November 11, Veterans Day of each year.
- Seasonal Banners and Christmas Decorations will be placed on the poles from November, 12 through January 31, of each year.
- Police Banners will be placed on the poles located on Second Street from May 1, through September 30 of each year.

MAINTENANCE

It will be the responsibility of the Superintendent of Public Works, to ensure all items approved are property hung and maintained in proper condition.

Should an item become worn, tattered or torn, the Superintendent of Public Works will remove said item.

The Superintendent of Public Works will advise the Economic Development Director when items need to be replaced.

Approved: _____

Letter in support of Jerry Donnelly's Façade

From: abeadles@mediacombb.net <abeadles@mediacombb.net>
Sent: Tuesday, June 30, 2020 11:58 AM
To: 'Scott Turner' <scott@flexisnake.com>
Subject: RE: Mike Connor

Thank you, Scott.

From: Scott Turner <scott@flexisnake.com>
Sent: Monday, June 22, 2020 3:32 PM
To: abeadles@mediacombb.net
Subject: Mike Connor

Hi Amanda,

I was visiting with Mike Connor, our neighbor to the east and he was telling me he was seeking façade funds for his building and I was agreeing with him that most of his exposure was on the south side with the restaurant doing such a great business. He asked me if I would relate that to you as the city was needing to decide whether he was eligible for those funds.

I don't recall those rules but for what its worth I would agree that if I were him I would invest in signage on his south side versus east side.

...just another opinion, and as I said I told him I would pass that along to you.

(p.s. – thanks for keeping us up to date with your emails during all the COVID turmoil)

Sincerely,
Scott Turner
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