

# LIVINGSTON COUNTY DEVELOPMENT

ECONOMIC • INDUSTRIAL • COMMUNITY

Approved by 

## MINUTES LIVINGSTON COUNTY DEVELOPMENT CORPORATION Friday, July 8, 2016

Livingston County Government Center, Room 205  
Geneseo, NY

**Members Attending:** P. Brooks; G. Moore; R. Smith; S. Boscoe; P. Yendell; E. Gott

**Staff Attending:** W. Bacon; M. Wheeler; T. Taylor

**Guests Attending:** E. Russell, Esq.

Chairman Brooks welcomed members and guests and called the meeting to order at 10:08 AM.

### APPROVAL OF MINUTES

*A motion was made by Mr. Boscoe to approve the minutes of the June 2, 2016 meeting, seconded by Mr. Moore. All in favor. Carried.*

### TREASURER'S REPORT

Mr. Bacon reviewed the Treasurer's Report.

*A motion was made by Mr. Gott to accept the Treasurer's Report for the period ending June 2, 2016, seconded by Mr. Smith. All in favor. Carried.*

### REVOLVING LOAN FUND

Mr. Bacon reviewed the Loan Fund Aging Report.

*A motion was made by Mr. Gott, seconded by Mr. Boscoe, to accept the Aging Report for the period ending June 30, 2016. All in favor. Carried.*

### OLD BUSINESS

#### **Downtown Revitalization Initiative**

Mr. Bacon reported the application came together very nicely but unfortunately did not get selected for the DRI award. The packet was sent out to all 9 villages to show what was put together, and parts of it can be used for future projects.

### NEW BUSINESS

#### **Livingston County Sign & Façade Improvement Program Application Review**

Ms. Wheeler reports that six applications have been received for the Sign & Façade Improvement Program



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which underwent threshold review and scoring on July 7, 2016. Ms. Wheeler reviewed the scopes of the projects and recommended them for approval.

*A motion was made by Mr. Moore to award the following Sign & Façade Improvement Program grants to six applicants for a total of \$24,625:*

<i>Joel Begert – 3130 Main St. Caledonia</i>	<i>\$4,750.00</i>
<i>Valerie Singleton – 4 Commercial St. Livonia</i>	<i>\$1,375.00</i>
<i>Brian Teachout – 193 Main St. Dansville</i>	<i>\$3,500.00</i>
<i>Spiros Mitrousis – 186 Main St. Dansville</i>	<i>\$5,000.00</i>
<i>V Johnson Stores – 3130 Main St. Caledonia</i>	<i>\$5,000.00</i>
<i>V Johnson Stores – 3136 Main St. Caledonia</i>	<i>\$5,000.00</i>

*Seconded by Mr. Boscoe. All in favor. Carried.*

**Authorization to submit Consolidated Funding Application for ESD Strategic Planning and Feasibility Studies Funding – Project People**

Mr. Bacon advised that this application is for a public market study in the County.

**RESOLUTION**

**Resolution by the Livingston County Development Corporation authorizing the preparation and submission of an application for funding under the Empire State Development (ESD) Strategic Planning & Feasibility Studies Program.**

**WHEREAS**, The Livingston County Development Corporation desires to apply for \$25,000 in financial assistance through the 2016 Consolidated Funding Application under ESD Strategic Planning & Feasibility Studies; and

**WHEREAS**, the application proposes funding to assist in the development of a feasibility study for a regional public market to be located in Livingston County; and

**WHEREAS**, the proposed funding will promote economic development by encouraging employment opportunities and stimulating development of communities and urban areas; and

**WHEREAS**, The Livingston County Development Corporation understands that it will incur up to \$50,000 in expenses prior to a 50% reimbursement; and

**WHEREAS**, The Livingston County Development Corporation will provide up to 40 hours of in-kind staff time; now therefor be it

**RESOLVED**, that the Livingston County Development Corporation approves and endorses the 2016 Consolidated Funding Application under the ESD Strategic Planning & Feasibility Studies.

Passed by the following vote of all Livingston County Development Corporation Board Members voting in favor thereof:

Affirmative: 6  
Negative: 0  
Abstain: 0  
Absent: 0

*A motion was made by Mr. Yendell to adopt a resolution authorizing the submittal of a Consolidated Funding Application through ESD Strategic Planning & Feasibility Studies Program for Project People, for \$25,000 in funds. Seconded by Mr. Boscoe. All in favor. Carried.*

**Authorization to submit Consolidated Funding Application for NYMS Funding – Avon and Leicester**

Mr. Bacon advised that this application is for \$500,000 for the Villages of Avon and Leicester combined.

**RESOLUTION**



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**Resolution by the Livingston County Development Corporation authorizing the preparation and submission of an application to NYS Homes and Community Renewal for funding under the New York Main Street Program.**

WHEREAS, The Livingston County Development Corporation desires to apply for up to \$500,000 in financial assistance through the 2016 Consolidated Funding Application under the New York Main Street Program; and  
WHEREAS, the application proposes funding to assist property owners with mixed-use building renovations for downtown buildings in the designated downtown district in the Village of Avon and the Village of Leicester; and  
WHEREAS, the proposed funding will contribute to ongoing community revitalization efforts; and  
WHEREAS, the Livingston County Development Corporation will incur up to \$37,500 in administrative expenses; and  
WHEREAS, The Livingston County Development Corporation will receive \$37,500 reimbursement of administrative expenses; and  
WHEREAS, The Livingston County Development Corporation will make up to \$100,000 from its Revolving Loan Fund available to building owners in the Village of Avon and the Village of Leicester in the form of a low interest loan subject to standard credit analysis and underwriting; now therefore be it  
**RESOLVED**, that the Livingston County Development Corporation approves and endorses the 2016 Consolidated Funding Application under the New York Main Street Program.

Passed by the following vote of all Livingston County Development Corporation Board Members voting in favor thereof:

Affirmative: 6  
Negative: 0  
Abstain: 0  
Absent: 0

*A motion was made by Mr. Smith to adopt a resolution authorizing the submittal of a Consolidated Funding Application for NYMS funding for the Villages of Avon and Leicester, for \$500,000 in funds. Seconded by Mr. Gott. All in favor. Carried.*

**Authorization to submit Consolidated Funding Application for ESD Grant Funding – Downtown Partnership 2020**

Mr. Bacon advised that if awarded, this grant would be used in all 9 Downtowns for capital projects, architectural renderings and marketing.

**RESOLUTION**

**Resolution by the Livingston County Development Corporation authorizing the preparation and submission of an application for funding under the Empire State Development (ESD) Grant Program.**

WHEREAS, Livingston County Development Corporation has designated nine downtown areas located within their corresponding Village; and  
WHEREAS, a Downtown Coordinator has been on staff for 7 years administering NY Main Street Program grants and Sign & Façade Improvement Program grants utilizing a comprehensive list of property and business owners; and  
WHEREAS, each of the nine villages has adopted design guidelines established for compliance in accordance with the grant funding and to enhance the community’s unique heritage and character for their downtown district; and  
WHEREAS, Livingston County has adopted a 485N property tax abatement program providing exemptions on improvements to buildings, phased in over a 12-year period; and  
WHEREAS, administration of the NY Main Street Grant Program and Sign and Façade Program have completed rehabilitation of 120 buildings including 82 residential units and leveraging \$3,538,784 of private investment to create a total investment of more than \$7 million across nine downtowns; and  
WHEREAS, participation from SUNY Geneseo and the Livingston County Chamber of Commerce assist with the administration of a Buy Local Campaign, Entrepreneurship Training and general advocacy for the business owners in each of these designated areas; now therefore be it  
**RESOLVED**, that the Livingston County Development Corporation approves and endorses the 2016 Consolidated Funding Application under the ESD Grant Program for \$1,600,000 to continue the efforts of the Downtown Partnership through 2020.

Passed by the following vote of all Livingston County Development Corporation Board Members voting in favor thereof:

Affirmative: 6  
Negative: 0  
Abstain: 0  
Absent: 0



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*A motion was made by Mr. Yendell to adopt a resolution authorizing the submittal of a Consolidated Funding Application through ESD Grant Funding for Downtown Partnership 2020, for \$1,600,000 in funds. Seconded by Mr. Boscoe. All in favor. Carried.*

**Authorization to submit Upstate Revitalization Initiative Application – Downtown Partnership 2020**

Mr. Bacon advised if this application is for a total of 4 million dollars which would be disbursed over a 4 year period.

**RESOLUTION**

**Resolution by the Livingston County Development Corporation authorizing the preparation and submission of an application to the Regional Economic Development Council for funding under the Upstate Revitalization Initiative.**

**WHEREAS**, Livingston County Development Corporation has designated nine downtown areas located within their corresponding Village; and  
**WHEREAS**, a Downtown Coordinator has been on staff for 7 years administering NY Main Street Program grants and Sign & Façade Improvement Program grants utilizing a comprehensive list of property and business owners; and  
**WHEREAS**, each of the nine villages has adopted design guidelines established for compliance in accordance with the grant funding and to enhance the community’s unique heritage and character for their downtown district; and  
**WHEREAS**, Livingston County has adopted a 485N property tax abatement program providing exemptions on improvements to buildings, phased in over a 12-year period; and  
**WHEREAS**, administration of the NY Main Street Grant Program and Sign and Façade Program have completed rehabilitation of 120 buildings including 82 residential units and leveraging \$3,538,784 of private investment to create a total investment of more than \$7 million across nine downtowns; and  
**WHEREAS**, participation from SUNY Geneseo and the Livingston County Chamber of Commerce assist with the administration of a Buy Local Campaign, Entrepreneurship Training and general advocacy for the business owners in each of these designated areas; now therefore be it  
**RESOLVED**, that the Livingston County Development Corporation approves and endorses the 2016 Consolidated Funding Application under the Upstate Revitalization Program for \$4,000,000 to continue the efforts of the Downtown Partnership through 2020.

Passed by the following vote of all Livingston County Development Corporation Board Members voting in favor thereof:

Affirmative:	6
Negative:	0
Abstain:	0
Absent:	0

*A motion was made by Mr. Smith to adopt a resolution authorizing the submittal of a Upstate Revitalization Initiative Application for Downtown Partnership 2020, for \$4,000,000 in funds. Seconded by Mr. Moore. All in favor. Carried.*

**Resolution in Support of County’s Consolidated Funding Application for CDBG funding – Brew in Livingston (including set aside of revolving loan funds)**

Mr. Bacon advised that Brew in Livingston is a Business Plan competition with the goal of funding 4 breweries and creating a craft brew trail in the County. Participants could already have a brewery and be looking to expand, or someone starting with simply a dream and a good business plan. Mr. Bacon recommends that in addition to submitting an Upstate Revitalization Initiative Application, setting aside \$400,000 of the loan fund account incase more capital is needed.

**RESOLUTION**

**Resolution by the Livingston County Development Corporation supporting preparation and submission of an application by Livingston County for funding under New York State Office of Community Renewal’s Community Development Block Grant Program.**

**WHEREAS**, the Livingston County Development Corporation (the “LCDC”) plans to administer a business plan competition with the goal of creating at least four craft breweries in the county (the “Competition”); and



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**WHEREAS**, the New York State Office of Community Renewal (the "OCR") has announced availability of funding under the NYS CDBG Microenterprise program to provide resources to support and foster the development of microbusinesses by providing grants in conjunction with capacity building and entrepreneurial assistance; and

**WHEREAS**, the Competition will result in substantial benefit to the County in the form the creation or expansion of at least four businesses and the creation of up to 20 jobs; and

**WHEREAS**, The Livingston County Development Corporation will make up to \$400,000 from its Revolving Loan Fund available to contest winners at an interest rate of 1% subject to standard credit analysis and underwriting; and

**RESOLVED**, that the LCDC will request that the County apply for and provide the OCR funding in the approximate amount of \$184,000 to the LCDC as a grant for the purpose of making deferred loans to winners of the Competition; and be it further

**RESOLVED**, that the LCDC intends to enter into a sub-recipient agreement with the County for administration of OCR CDBG funds.

Passed by the following vote of all Livingston County Development Corporation Board Members voting in favor thereof:

Affirmative:	6
Negative:	0
Abstain:	0
Absent:	0

*A motion was made by Mr. Gott to adopt a resolution authorizing the submittal of the County's Consolidated Funding Application for CDBG funding for Brew in Livingston, for \$184,000 in funds and to set aside \$400,000 of the loan fund account. Seconded by Mr. Yendell. All in favor. Carried.*

### **OTHER BUSINESS**

#### **Downtown Diva**

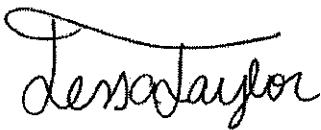
Mr. Bacon advises that Downtown Diva is a software package that would database downtowns. Mr. Bacon recommends that the agency buy the software as it would be a tremendous help in organizing the agency's data, and it's also user friendly. The software can either be cloud based or network based, and additional licenses can be purchased.

*A motion was made by Mr. Gott to purchase the Downtown Diva Software for an amount not exceed \$1,500. Seconded by Mr. Smith. All in favor. Carried.*

### **ADJOURNMENT**

*With no further business to discuss, a motion was made by Mr. Yendell, to adjourn the meeting at 10:45 AM, seconded by Mr. Smith. All in favor. Carried.*

Respectfully submitted,



Tessa Taylor  
Senior Account Clerk/Typist

