

City of Dunkirk

Economic Development Committee Meeting

Meeting Minutes

Wednesday, August 14, 2013
11:00 am, Conference Room

Attendees: Stephanie Kiyak, Council Member-At-Large, Chair

Steve Neratko, Director of Planning and Development
Nicole Waite, DLDC Administrator
Tim Gornikiewicz, CDBG Administrator, Planning and Development Department
Councilwoman Stacy Szukala
Richard Halas, Fiscal Affairs Officer
AJ Dolce, Mayor
Gib Synder, Observer

Absent: Andy Gonzalez, Councilman, Board Member
Bill Rivera, Councilman, Board Member (listened in by phone)

Call to Order: 11:05am

Approval of Meeting Minutes

Lacking a quorum, meeting minutes for June and July 2013 were not approved.

Issues Discussed

Old Business:

Subrecipient agreements for COI, Meals on Wheels and Boys and Girls Club: Steve said he believes they are all complete – he hasn't had a chance to take a look at them because he's been busy working on a grant. He promised to take and look and then forward on to council for their comments. Steve told the group that a workplan was submitted by COI and some of this plan will be incorporated into the agreement. Steve also confirmed that the subrecipient agreements will need council resolution.

Boardwalk Tenant meeting (letter to tenants): No letter has been sent as of this date. Steve is hoping to have a meeting with the tenants in early September.

Wi-Fi usage at Boardwalk (letter to tenants) A letter has not been sent to tenants regarding this issue. Steve informed the committee that tenants are looking to purchase their own secure line (for credit card purchases), and that wi-fi will only be used by visitors in the meantime. Steve plans on further discussing with the tenants at the meeting.

Mainstreet Environmental Review: Review has been completed (mostly compiled by Nicole). The environmental review was submitted to the State, and last week Steve received a letter from the State confirming receipt and confirming that requirements have been met. They also included a checklist to follow for the remainder of project.

Request RFP for ATM machine: It was requested by Tim to locate a contract with the current supplier of the ATM machine at the Boardwalk (Lakeshore Savings) – Tim said he couldn't locate one in City Hall, and he also called Lakeshore but did not hear back from them, so he told the group he's assuming there is no contract. Stephanie requested that a letter of interest be submitted to local banks regarding placing an ATM at the boardwalk, and if there is no interest, then we continue the current ATM agreement with Lakeshore Savings.

Public comments submitted to HUD for 1 & 5 Year Plans: Steve informed the group that no public comments were received for either plan.

Procurement policy regarding tent rentals: It was questioned how we selected the current company that the City is utilizing. Tim said he sent out a scope of work to 5 or 6 companies in the area and received quotes back. This is done on behalf of DLDC and according to the DLDC procurement policy. City events are handled separately (Senior Sweep and National Night Out) and are handled by Tony Gugino, Director of Public Works. Tim promised to forward a copy of the bids to the council. Stacy verified that Senior Sweep has had its tent donated in the past, as well as the tent for National Night Out, with sponsors only asking that they be recognized for the donation.

Questionnaire for vendors: Tim said he will put something together and send out by October or November so that feedback can be utilized when planning next year's events.

Ongoing Business:

CDBG Reports: No activity for the past month

CDBG 1 & 5-Year Plans: Steve spoke with HUD officials the day before the Plan(s) were due, and they told him they had preliminarily looked at what the City had submitted earlier in the week and they also wanted to confirm that we would be submitting the Plans on time. The Plan(s) were submitted online, in addition to hard copies via US Mail. HUD has 30 (or 45) days in which to review the Plan(s) and get back with the City with their approval and/or concerns. The Plans needed to be submitted no later than July 15th (they were actually submitted by July 1st).

Boardwalk: All tenants are paid up-date, and Spike's is paid up through June 2014.

Festivals Update: One more festival is planned: the Heritage Festival on September 7th in Washington Park. Four bands are lined up, and Tim said he sent out a food list to vendors, with special interest in ethnic/cultural food. Stacy inquired how many vendors have secured a spot and Tim confirmed that none

have paid so far. Tim conveyed to the group that there appears to be vendor interest and that they'll come through last minute. He pointed out that with Fredonia hosting its Red, White and Blues festival on the same day, vendor interest may be affected, as well as festival goers. It was questioned who was contacted so far, and Tim said he reached out to about 35 vendors with letters. Stacy suggested that we utilize Craigslist and other event listings to solicit vendors. Alcohol sales was questioned with regards to cut-off for sale time. Stacy was concerned that sales should be ended by 9:00 pm, since this event will be held in a residential neighborhood. Tim also suggested that perhaps we request a police officer for the last few hours of the festival. Stacy also suggested that there be two stages for faster setup, but Tim reminded the group that it would be costly. It was further discussed that with the season so short, events tend to overlap, and that perhaps we should consider events being held on Sunday's next year.

Landbank Update: Steve informed the group there's no news since the previous month. Steve also mentioned that more locations may be added and that it may be discussed at the next Landbank meeting in September.

Grants Update: The CFA grant is complete and due by Monday at 4:00 pm. A grant for the seawall has also been submitted. The County has applied for a CFA grant for dredging on behalf of Westfield, Hanover and Dunkirk. All three of these communities have also submitted applications for bed tax funding to assist with dredging issues. If awarded, the CFA grant will cover 50% of the costs, and any bed tax funding would be combined with these funds, which should be a significant help with the overall costs of dredging to all three communities. It was questioned if Development is checking for grants regularly – Steve told the group he looks daily, and that he is also on several lists so that he would be notified automatically of any grant opportunities that may come about. Steve told the group that the LED Group submitted an application for LWRP certification which would also allow more opportunities for other funds that require such a certification. Steve informed the group that we have also recently been designated as a "Heritage Area", which will also provide additional opportunities for grants. The County also recently applied for a regional water grant, and Steve said there may have been one or two local businesses that also applied for funding. Steve said that there are more grants coming up, but he's lacked the time to really look into anything at this point, but now that HUD deadlines have come and gone, he'll have more time to devote.

Marina: No news.

New Business

There will be a diverse group of planners coming to Dunkirk, headed up by George Grasser. They've gone to Niagara Falls and other areas, where they provide the service of taking a walk around a certain area, then go back to officials with some concrete solutions and recommendations with regards to attracting tourists and creating a friendlier environment to encourage foot and bicycle traffic. They will basically be performing an assessment as a public service. Stacy inquired what's in it for them – Steve said their services are free of charge, and that it's basically done with the goal of revitalizing Western New York communities. This will also be open to the general public. They have only requested bagels and coffee be provided. Steve contacted the incubator and they said they would be happy to host, however, food must be provided by FSA. This event is planned for September 21st. Steve will be coordinating the details, and he promised to be in contact with George Grasser. Bill Rivera also said that he would also help out with costs for food and beverages if need be.

Healthy Streets: Steve told the group that the walkability and bike path assessments are continuing (through the grant headed up by Janet Forbes “Creating Healthy Places for Living, Work and Play” and being conducted by Andrew Dickson). Steve mentioned that the County is looking at a potential bike lane along Central Avenue starting in Fredonia and up through the first underpass going into Dunkirk along Central Ave. The City would have to approve, and there would have to be some changes to availability of parking along the street. These are very preliminary talks, and Steve didn’t have real details as of this time to share, but promised to bring information to the committee as talks continued. Steve said that George Spanos (at the County) has been involved and believes there is a viable way to move this project forward, linking bike lanes from Dunkirk through Fredonia and leading to the college.

Stacy inquired if Steve has been in contact with the owner of the empty lot across the street (where the Masonic Building once stood) and if so, could he share with the committee what plans there are for this empty lot. Steve said he recently spoke to one of the owners but it was regarding another piece of property. He said he needs to schedule a conference call with them so he can question what’s going on.

Stacy also questioned the status of Old Sarge closing. Steve said that he did talk with the owners to see why he’s leaving – it’s due to moving into online sales and relocating to Pennsylvania. He had no other information to provide the group.

Stacy mentioned that there are numerous Facebook pages for the City with very outdated information. Tim said he’s attempted to delete these pages, but it’s proved a difficult situation. He promised to look into how to delete these pages.

Adjournment: Bill Rivera made a motion to adjourn at 12:00 pm.