

City of Dunkirk

Economic Development Committee Meeting

Meeting Minutes

Wednesday, July 10, 2013
11:00 am, Development Office Conference Room

Attendees: Stephanie Kiyak, Council Member-At-Large, Chair
Andy Gonzalez, Councilman, Board Member
Steve Neratko, Director of Planning and Development
Nicole Waite, DLDC Administrator
Tim Gornikiewicz, CDBG Administrator, Planning and Development Department
Richard Halas, Fiscal Affairs Officer
Gib Synder, Observer
Susan Chiappone, Buffalo News

Absent: Bill Rivera, Councilman, Board Member

Call to Order: 11:01m

Approval of Meeting Minutes

Due to a lack of quorum, approval of meeting minutes from June 12, 2013, were postponed until the next meeting.

Issues Discussed

Old business:

- 1: Subrecipient Agreements for Meals on Wheels and Boys and Girls Club – asked of Steve whether they're done yet and he said no but they're being worked on. He contacted Meals on Wheels the previous day to gather more information and hopes the agreements will be ready by our next meeting.
2. Tenant meeting scheduled for the boardwalk – Steve hasn't scheduled a meeting as of yet but plans on doing so and also plans on meeting with them at the end of the year (end of summer).
3. Wi-Fi usage at the Boardwalk -- although a letter hasn't gone out to the tenants regarding the usage, Steve said that he has talked with the three tenants who have been using it and they have promised to stop using it. Steve said he would also send out a formal letter to the tenants regarding this matter.
4. Visitor's Bureau and County websites -- It was asked if they are up-to-date with our information. Tim assured the committee that these websites, in addition to the City website, are current.

5. Mainstreet Letters and Public Hearing: Steve said there's one step before moving forward with this – an environmental review needs to be performed, and that he and Nicole are working on it, and he assured us it's moving forward.

CDBG Reports: Tim informed the group that no expenditures were incurred for the month of July, and actually nothing was spent in June as well (including admin fees). There will be expenses incurred soon.

CDBG 1 & 5-Year Plans:

Steve said that both plans are complete and awaiting comments from any interested party. He said that any submitted comments will be compiled and submitted to HUD as part of the Plan(s). He informed the committee that both Plans will be submitted to Council for approval at the next CC meeting. If Council has any questions or concerns, Steve said that they will need to be submitted to him *prior* to the Council meeting. He also pointed out that if Council has any questions or problems after submittal and acceptance, the Plan(s) can always be amended, without time constraints. Andy questioned the Housing Plan portion of the funding, and Steve said that there are basically two areas that will be of focus – Washington Park area (approximately nine blocks) and the eastern entrance into the city. Steve said that rather than small projects there will be \$30-\$40,000 allocated to certain houses to ensure a comprehensive, visible impact is made (it's anticipated this will amount to six to nine houses). There was a concern that allocation of admin fees would be excessive and Steve assured the committee that admin fees will be within the range of what is spent in other communities. The subrecipient agreements will also spell out the fees (Steve believes the maximum amount is 12%).

Boardwalk: Campis, Yummy's and Spikes are delinquent as of today, and letters went out. Tim said he expects Spikes (Heenan) to come into the office either today or tomorrow to pay the rest of the year's rent.

Festivals Update: Tim informed the group that there are two makeup dates (due to inclement weather). Heritage festival will be held on September 7th. Rich questioned where the reimbursement was posted from the band that was cancelled (and played at Rookies) and Tim said that all incoming funds go back into the festivals checking account. It was pointed out by Tim that the report provided to the committee reads "2012" when it is actually "2013". Tim stressed that spending has been conservative (and the report to date indicates being in the black by over \$7,000). It was asked if questionnaires are provided to the vendors and Tim said they plan on doing that at the end of the season to help with planning next year's events. Rich told the group that he had visitors from out of town comment on how clean the park was the day after 4th of July, but on a negative note, local businesses are not cleaning up quickly and debris is then likely to end up in the lake. It was also pointed out that sponsorship for the 4th of July was down from last year, although all local businesses greatly benefit by this event, given such a large crowd that comes to Dunkirk to watch the fireworks. Tim mentioned that sponsor packets sent out were perhaps confusing and that some changes should be made next year that will help clarify various sponsor levels.

Landbank Update: No new updates since the last meeting.

Grants Update: No new updates since the last meeting. Steve is continuing to work on the seawall grant with Nussbaumer and Clark, and also continuing to work with SUNY Fredonia on a couple of grants. Steve informed the committee that SUNY was turned down for the 20/20 Grant, so they're planning on applying

for a CFA grant for funding. They are also exploring other projects at this time. The Mainstreet Grant requires the City to perform a comprehensive environmental review of the whole area – Steve pointed out that this is a new requirement. Steve said that \$18,000 to \$25,000 has been set aside for admin fees and this can be used towards the cost of the review.

Marina: The first yearly payment is now past due, and the City Attorney is following up.

New Business:

ATM at the Boardwalk: Kiyak brought up whether the City is collecting fees from transactions at the ATM located in the public space at the Boardwalk. Tim was not able to locate an agreement with Lake Shore Savings, and only found the resolution passed by Council allowing the installation of the ATM, but no further details as to an agreement.

Planning Board: Tim informed the group that the sign requested by the Hospital was Tabled by the Planning Board.

Adjournment: Andy Gonzalez made a motion to adjourn, seconded Bill Rivera by at 11:39 pm.

Next Meeting:

August 14th at 11 in the Conference Room.