

Minutes

Redevelopment Commission

January 11, 2022

6:00 P.M.

THE REGULAR MEETING OF THE REDEVELOPMENT COMMISSION FOR THE CITY OF CHARLESTOWN WAS HELD ON TUESDAY, JANUARY 11, 2022 VIA ZOOM. Ms. Ennis called the meeting to order at 6:02 P.M.

Board members present all via zoom: Ms. Donna Ennis, Mr. Derek Coombs, Mr. John Spencer, Ms. Shelby York and Mr. BJ Steele. Also present was Mayor Treva Hodges, Amy Burnette, Commission Legal Counsel, Chris Jackson, Dan Cristiani Excavating, Josh Hillman, Jacobi Toombs & Lanz, Jill Saegesser and Evan Shive with The Wheatley Group, LLC.

Nomination and Election of Officers

Mr. Spencer nominated Donna Ennis for President, seconded by Mr. Coombs. Approved 5-0.

Mr. Spencer nominated Derek Coombs for Vice-President, seconded by Ms. York. Approved 5-0.

Mr. Spencer nominated BJ Steele for Secretary, seconded by Ms. York. Approved 5-0.

The 2022 Redevelopment Commission members are: President – Donna Ennis; Vice-President – Derek Coombs; Secretary – BJ Steele

Minutes

Mr. John Spencer made a motion to approve the Minutes for the regular meeting held on December 7, 2021, seconded by Mr. Coombs. Approved 5-0.

Claims

Ms. Ennis asked if there were any questions related to the claims. Mr. Coombs made a motion to approve the claims, seconded by Mr. Steele. Approved 5-0.

Public Comment

None.

The Wheatley Group Report

Ms. Jill Saegesser gave an update stating that the City continues to work with a developer to bring a national fast food restaurant and another local restaurant to the City; the survey work and appraisals are underway on the Klienert property to be donated to the Commission for use as a park; and, the final fencing related to the Springville Manor development was received and installed in December of 2021.

Ms. Saegesser also stated that developers continue to construct single-family homes within Pleasant Ridge, with others interested in purchasing lots.

The OCRA COVID-19 CDBG Small Business Grant Program Phase 2 has been closed by OCRA. Phase 3 will be closed when all of the grant objectives are met.

Continued discussions related to fire protection at the Industrial Park were held. Further discussions are necessary until such time that a permanent solution can be identified.

Ms. Saegesser stated that The Wheatley Group will begin working with the Clerk/Treasurers office to begin the preparation of the 2021 Annual Report to be uploaded/submitted to the Department of Local Government Finance by April 15, 2022.

Old Business

Facade Improvement Program

Ms. Saegesser stated that Tim Zeis, owner of the property at 359 Market Street, has completed the work on his property and submitted his expenses, etc., or reimbursement. Due to the timing of the submission and the amount of paperwork, the reimbursement was not ready to present to the Commission for the January meeting. Mr. Zeis will be invited to the February meeting to present his completed project to the board.

Ms. Saegesser asked the Redevelopment Commission members to review the program for any changes to the program for 2022. Based upon the 2021 submissions, there were certain areas within the program to be reviewed:

- *...Application must be approved in writing before work begins...* the Redevelopment Commission members will consider the approval of the board the approval to move forward with the project. The language will be changed to *...The application must be submitted to and approved by the Redevelopment Commission prior to the commencement of any project work...*
- The language regarding the number of applications is confusing. ...Maximum of \$10,000 per year per business per site. Two applications per owner per year.. The intent was that one application be submitted per property per year and additional applications may be approved at the discretion of Redevelopment Commission. Amy Burnette agreed review the language associated with the changes suggested.

Ms. Saegesser stated that her office received a request from a potential applicant to do the following:

- Construct a French drain around the perimeter of the building to improve basement conditions and re-route water flow away from the building

- Remove vines/vegetation from the building
- Clean/improve awnings on the front of the building

Mr. Spencer made a motion to approve the 3-month extension request for 775 Main Street, Mr. Steele seconded. Approved 5-0. Ms. Saegesser with The Wheatley Group stated that the program has been very successful in its first year. Ms. Saegesser asked the Commission members to review the program so that any changes can be made to the program at the beginning of 2022.

Depot Street Revitalization Project

Ms. Saegesser stated that the Redevelopment Commission received an official letter of intent from a developer interested in the Depot Street property on Friday, December 3, 2021. The review committee met on December 10, 2021, to discuss the letter of intent. Initially, a joint Executive Session with the City Council and the Redevelopment Commission for the developer to present the proposed project. Since the meeting was moved to an all-Zoom meeting, the Executive Session has been postponed. The Redevelopment Commission discussed potential dates/times to hold the joint Executive Session and discussed moving the regularly scheduled February Redevelopment Commission meeting to February 8, 2022, so that the developers can attend if necessary. The February Redevelopment Commission meeting will be held on February 8, 2022 at 6PM.

Ms. Saegesser also stated that Jacobi Toombs and Lanz will provide a quote/agreement, as authorized at the December meeting, to provide survey and other services necessary to consolidate the parcels for ease of transfer and establishment of the TIF district.

DCEC Quality Court Project

Mr. Chris Jackson with DCE presented an update to the Redevelopment Commission on the DCEC Quality Court project. Mr. Jackson reported that Jacobi Toombs and Lanz is surveying Kleinert Farm and is also conducting the traffic study related to the signal at the intersection of Hwy 62. Red Wing is preparing environmental reports related to streams and wetlands. DCEC is scheduled to close on the purchase of the Kleinert property on April 1, 2022. Mr. Jackson stated that they are working on a new overall plan for the property to include a business park and that the office plans are underway. Mr. Jackson also said that there is a lot of interest in the property.

Mr. Steele asked if there was an updated timeframe for the new office? Mr. Jackson stated that it should be completed in the Fall of 2023 and hopes to present a plan to the Redevelopment Commission in February of 2022 for comment. Mr. Spencer commented that the Redevelopment Commission is not trying to rush this and that it should be done in the right way. Mr. Jackson said that he is working on a design for the Coots farm, too.

New Business

The Wheatley Group 2022 Agreement

Ms. Ennis asked if anyone had any questions or comments related to the proposed 2022 Agreement with The Wheatley Group, LLC. Mr. Steele stated that he appreciates the hard work of

The Wheatley Group. Mr. Spencer reiterated Mr. Steele's comments regarding The Wheatley Group and Jill Saegesser have done to help Charlestown, especially the benefit of bringing federal and state funds to the City to help local businesses. Mr. Spencer stated that he appreciates the businesses that have participated and reminded people that the Commission members appreciate what they go through.

2022 Meeting Schedule

Ms. Ennis opened discussion regarding the meeting schedule for 2022. After some discussion, Mr. Spencer made the motion to hold the Redevelopment Commission meetings on the first Tuesday of each month at 6PM in the City Council Chambers, with the exception of the February meeting, which will be held on February 8, 2022 at 6PM in the City Council Chambers, seconded by Mr. Steele. Approved 5-0.

Discussion

Ms. Ennis asked if there was any additional discussion. Mr. Steele stated that he is ready for another year and that there are a lot of projects going on and what the Commission members are doing is important.

Ms. Ennis stated that the façade program helps the City as a whole to look better and that we are on the cusp of big things happening in Charlestown.

Adjournment

With no further items to discuss, Ms. Ennis asked for a motion to adjourn. Mr. Steele made a motion to adjourn the meeting, seconded by Mr. Spencer. Approved 5-0.



Donna Ennis, President



Date

Attest:



BJ Steele, Secretary



Date