



CITY OF WARREN
REDEVELOPMENT AUTHORITY
REGULAR MEETING
July 27th, 2022

The regular meeting of the Redevelopment Authority (RDA) was held on July 27th, 2022, at 1:00 PM in Council Chambers of the Municipal Building, 318 W. Third Avenue.

ROLL CALL

Chair Michael Boyd called the meeting to order. Additional members present included Secretary/Treasurer Holly LeMeur, Gary Sawtelle, Doug Hearn and Mindy Saunders. Also present; Randy Rossey – Director of Codes & Planning Official, Mike Holtz – DPW Director, Kassie Damcott - Recording Secretary. Absent: Scott Taylor – Zoning Ordinance Enforcement

APPROVAL OF THE AGENDA

Upon motion by Mrs. LeMeur and second by Mrs. Saunders, RDA members voted unanimously to approve the agenda as presented.

APPROVAL OF MINUTES

Mrs. Saunders made a motion to approve the June 22, 2022 regular meeting minutes, followed by a second from Mrs. LeMeur. The motion carried unanimously.

VISITORS

- Josh Cotton - Warren Times Observer
- Andy Close – Your Daily Local
- Angie Dart – City of Warren Planning Commission Chair

CORRESPONDENCE

There was no correspondence to bring before the Authority.

TREASURER'S REPORT

Ms. LeMeur reviewed the following bank statements and invoices:

June 2022

Key Bank:

Beginning balance: \$633,586.90 Interest earned: \$5.21. Total balance on June 30, 2022: \$633,592.11

Northwest Savings Bank:

Beginning balance: \$66,335.31 Interest earned: \$2.62. Total ending balance on June 30, 2022: \$63,698.32.

Mr. Sawtelle made a motion to approve the treasurers report, Mrs. Saunders seconded the motion. The motion carried unanimously.

Invoices for approval:

Invoice #11659 for \$163.35 - reimbursement to the City of Warren for fees they paid on behalf of the RDA which consisted of Stapleford & Byham Legal Fees – invoice # 7459 for \$163.35. These items were reviewed and approved by a motion from Mr. Hearn, followed by a second from Mr. Sawtelle. The motion carried unanimously.

OLD BUSINESS

- ***423 Rankin St Sale*** – Per Mr. Rossey, the transfer is complete and the property is no longer owned by the RDA.

NEW BUSINESS

- **7 Hinkle St** – Mr. Rossey reports Mr. Moats, owner of 7 Hinkle Street, signed for the certified mail letter requesting his presence at today’s meeting, but did not return any contact nor did he show up today. Mr. Rossey mentioned the property is up for judicial sale at the end of August.
- **Façade Grant** – Miss Dart, the chair of the City Planning Commission, attended today’s meeting to report a façade grant of up to \$60,000 in grant money, with a \$60,000 match required. With the comprehensive plan wrapping up soon, she stated the plan will likely suggest exploring the opportunity to apply for the grant. Mrs. Freenock suggested that we check with our Community Development Block Grant contact to see if we would qualify for the income level requirements.
- **Grants** – Mrs. Freenock reports that the City has explored the following Keystone Community Program grants:
 - **Planning Grant** – This grant would be a \$25,000 maximum grant with \$25,000 required match to be used to hire a consultant to help identify a plan for blight in the City. The RDA would be asked to provide the match money and to facilitate the grant once awarded. No motion was made on this application, due to the request for additional information to be provided.
 - **Façade Grant** – The City would apply for this façade grant opportunity, which has a maximum award of \$50,000 of which \$5,000 maximum could be given for each façade program. This would be very similar to the façade program the City has. In order to apply for the grant, the City must demonstrate a need in its application. The RDA would also be the facilitator and sub-grantee of this award. A motion to support the City’s application for this grant opportunity was made by Mrs. Saunders and a second by Mr. Hearn. The motion carried unanimously.
 - **Development Grant** – This grant opportunity is a competitive, maximum award of \$500,000 with \$500,000 match required. City staff has discussed this opportunity with Tom Christeson, sole proprietor of DuBois Properties who owns the Brickhouse on Liberty Street and he is on board with the idea and can put together a project to use for the grant application. The suggestion is to make the award a revolving loan, with a similar set-up for Mr. Christeson’s RDA loan he currently has. Mrs. Saunders inquired about the consequences of a default or what happens when the grant is not used for the intended purposes. Mrs. Freenock stated, that for the RDA’s piece of mind they would want to ensure they are in first position for the loan but said she would look further into those questions as well. No motion was made on the subject.

ADJOURNMENT

With there being no further business to come before the Authority, the meeting was adjourned upon motion by Mrs. Saunders followed by a second from Mr. Sawtelle. The motion carried unanimously.

NEXT MEETING

The next meeting will be held on Wednesday, August 24th, 2022, at 1:00 PM.

Minutes prepared by Kassie Damcott.