



CITY OF WARREN
REDEVELOPMENT AUTHORITY
REGULAR MEETING
August 30th, 2022

The regular meeting of the Redevelopment Authority (RDA) was held on August 30th, 2022, at 1:00 PM in the First Floor Conference Room of the Municipal Building, 318 W. Third Avenue.

ROLL CALL

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

AGENDA AMENDMENT & APPROVAL

Mr. Rossey stated he needed an item added to the agenda, specifically the addition of the Keystone Community Planning Grant to the old business portion of the agenda, for the purpose of approving the City's application to the KCP program that is due on August 31st, 2022. Mr. Sawtelle requested a motion amending the agenda to include the KCP Planning Grant, with Mr. Hearn making the motion and Mrs. LeMeur seconding the motion. All those present were in favor.

APPROVAL OF MINUTES

Mrs. LeMeur made a motion to approve the July 27th, 2022, regular meeting minutes, followed by a second from Mr. Hearn. The motion carried unanimously.

VISITORS

- Josh Cotton - Warren Times Observer
- Wendy McCain – City Council Member
- Andy Close – Your Daily Local

CORRESPONDENCE

There was no correspondence to bring before the Authority.

TREASURER'S REPORT

Ms. LeMeur reviewed the following bank statements and invoices:

July 2022

Key Bank:

Beginning balance: \$633,592.11 Interest earned: \$5.17. Total balance on July 31, 2022: \$383,597.28. There was one debit for \$250,000 to reflect the loan proceeds given to Mr. Christeson.

Northwest Savings Bank:

Beginning balance: \$63,698.32 Interest earned: \$2.78. Total ending balance on July 31, 2022: \$68,381.10

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

Invoices for approval:

Invoice #11676 for \$1,268.50 - reimbursement to the City of Warren for fees they paid on behalf of the RDA which consisted of Stapleford & Byham Legal Fees – invoice # 7496 for \$54.00 and reimbursement to the City of Warren for the \$60.00 cost associated with an

endorsement fee paid to the insurance company for adding 708 West Fifth Avenue to the policy. These items were reviewed and approved by a motion from Mr. Hearn, followed by a second from Mrs. LeMeur. The motion carried unanimously.

Comments:

Mr. Hearn inquired about the reimbursement of legal fees incurred during business transactions in relation to RDA properties and loans. In particular, the Rankin Street property cost the RDA \$304.00 while the legal fees associated with Mr. Christeson's loan were roughly \$900.00. Mr. Rossey stated he will look further into the policies and procedures to ensure the RDA is reimbursed for these transactions.

OLD BUSINESS

- **Keystone Community Development Grant** – Per Mr. Rossey, the City is preparing a grant application to the Keystone Community Development Grant program, utilizing Mr. Christeson's Brick House renovation project for the grant application. The grant money, if awarded, will be facilitated by RDA as a loan, with stipulations similar to the loan the RDA recently allotted to Mr. Christeson, including first position on the property. The application is for up to \$500,000, with a dollar-for-dollar match requirement. A motion to approve the City's application for the KCP Development Grant was made by Mrs. LeMeur, seconded by Mr. Hearn and passed unanimously.
- **Keystone Community Planning Grant** – Mr. Rossey reports the City is preparing a grant application to the Keystone Community Planning Grant program. The grant money is for up to \$25,000 with a dollar-for-dollar match requirement. The planning grant would allow the City to hire a consultant to develop a plan to deal with blight within the City. With a plan in hand, the City could then apply for additional grant and funding opportunities to assist with blighted properties. A motion to approve the City's application for the KCP Planning Grant was made by Mr. Hearn, seconded by Mrs. LeMeur and passed unanimously.
- **Downtown Façade Grant Disbursements** - Mr. Rossey presented two (2) grant disbursement requests for the following façade projects. A motion to approve the Goat Fort Indoor Climbing, owned by Dana Harrington, request of \$2,301.78 and the request for Square Spaces One, LTD, owned by Kurt Smith, in the amount of \$5000.00 was made by Mr. Hearn. A second was made by Mrs. LeMeur and the motion passed unanimously.

ADJOURNMENT

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

NEXT MEETING

The next meeting will be held on Wednesday, September 28th, 2022, at 1:00 PM.

Minutes prepared by Kassie Damcott.