



**REGULAR MEETING:
January 18th, 2024; 8:30 am
MEETING CONDUCTED VIA HYBRID FORMAT
CANANDAIGUA TOWN HALL/ZOOM**

*To unlock economic opportunities in Canandaigua and steward investment in order to foster an inclusive, vibrant, and sustainable community.
--CLDC Mission Statement*

Record of Proceedings

1. Call to Order

Thomas Lyon, President

Mr. Lyon called the meeting to order at 8:30 a.m.

2. Roll Call

Thomas Lyon, President

In Attendance:

John Goodwin
Terry Fennelly
Bob Taylor*
Andy Griffith
Randy Farnsworth
Tracey Dello Stritto*
Thomas Lyon

John Casey, Town of
Canandaigua
Matt Horn, MRB Group
Emma Falkenstein, MRB Group
Bob Palumbo, Mayor, City of
Canandaigua
Adeline Rudolph, Town of
Canandaigua
Denise Chaapel, Downtown
Business Improvement District
Nany Yacci, City of
Canandaigua
Jared Simpson, Town Supervisor

Others Present:

Ryan Davis, Economic
Developer, Ontario County
Shawna Bonshak, Assistant City
Manager, City of Canandaigua

3. Nomination and Election of Officers

Matt Horn, Executive Director

Mr. Horn informed the board that they would need to elect officers for President, Vice President, Secretary, and Treasurer as the CLDC's bylaws require an annual appointment of officers for one-year terms.

Motion to nominate Mr. Griffith as President by Mr. Goodwin, second by Mr. Fennelly. Motion carried unanimously.

Motion to nominate Mr. Farnsworth as Vice President by Mr. Fennelly, second by Mr. Lyon. Motion carried unanimously.

Motion to nominate Mr. Lyon as Secretary by Mr. Fennelly, second by Mr. Farnsworth. Motion carried unanimously.

Motion to nominate Mr. Taylor as Treasurer by Mr. Fennelly, second by Mr. Farnsworth. Motion carried unanimously.

4. Nomination and Appointment of Committees

Matt Horn, Executive Director

Mr. Horn overviewed the CLDC's existing committee structures. He noted that historically the full board has served as both the Governance and Finance Committees, both of which are required by NYS statutes.

Motion to appoint the full CLDC board to serve as the Governance and Finance Committees by Mr. Fennelly, second by Mr. Farnsworth. Motion carried unanimously.

Mr. Horn noted that the board is at liberty to create new committees if desired. He encouraged the board to think about potential committees to discuss at the February meeting.

5. Review and Approval of Policies

Matt Horn, Executive Director

Mr. Horn reviewed the following CLDC policies: procurement, compensation and attendance, defense and indemnification, investment, procurement lobbying, acquisition and disposition of property, travel and training, retaliation prevention and whistleblower. Mr. Horn noted that none of the policies changed from the prior year and indicated they are also available on the CLDC website. Mr. Horn reviewed the acknowledgment of fiduciary duties and responsibilities and encouraged the board to review the form and sign it.

6. Approval of Minutes

Andy Griffith, President

Motion to approve the December meeting minutes by Mr. Farnsworth, second by Mr. Fennelly. Motion carried unanimously.

7. Financial Report

Bob Taylor, Treasurer

Mr. Taylor reviewed the January financial report. He noted that the financial information he sent out shows the year-end figures, including outstanding commitments the board has to WIC and MRB Group. He noted that MRB Group's contract goes through January 2024. Mr. Taylor indicated that the CLDC's audit has begun. For 2024, Mr. Taylor stated that the CLDC's net income was - \$24,000 and will close out the fiscal year with a P&L sheet reflecting a total balance of \$90,011.

Motion to approve the January financial report by Mr. Lyon, second by Mr. Farnsworth. Motion carried unanimously.

8. Other Reports and Priority Business

Matt Horn, Executive Director

a. *Economic Development Management Services*

Mr. Horn overviewed the proposed MRB Group 2024 administrative services contract with the board. He indicated that the requested fee is \$60,000 in order to continue the same administrative services MRB Group has provided in the past, as well as undertake some of the initiatives the CLDC has supported such as DRI and other strategic priorities. The board engaged in discussion regarding when the City and Town will fund the CLDC for 2024. Mr. Griffith inquired about putting together a committee to review the CLDC's plan for the sustainability of operations recognizing that the City and Town will be reevaluating their commitments to the CLDC for 2025.

Following discussion, Mr. Griffith suggested updating the CLDC's contract to a monthly fee of \$5,000 through January 2025.

Motion to approve the MRB Group services fee at a monthly not-to-exceed rate of \$5,000 through January 2025 pending an updated proposal by Mr. Griffith, second by Mr. Farnsworth. Motion carried unanimously.

b. *Winter in Canandaigua*

Mr. Horn informed the board that the meeting packet included a proposal for grant administrative services from MRB Group for the Market

NY grant. He noted that the CLDC initially allocated \$10,000 to support grant administration for this effort. Ms. Chaapel noted that the CDLC and WIC stakeholders have been very active these past few months trying to figure out the logistics of the grant. Mr. Horn emphasized the role of Ms. Knoblauch and Finger Lakes Visitors Connection (FLVC) in stepping up to allow the CLDC to move forward with the grant. The board engaged in discussion, noting the importance of grant administration to ensure the successful completion of the grant.

Motion to approve the MRB Group grant administration contract for the Market NY grant by Mr. Taylor, second by Mr. Lyon. Motion carried unanimously.

Mr. Horn provided an update on the WIC/Market NY grant. He noted that the FLVC is providing the entire \$50,000 match for the grant and that the CLDC has also committed \$10,000 for grant admin. He noted that thanks to the FLVC's commitment, none of the private partners will have to put their own money into the grant. Mr. Horn indicated that he is still figuring out the cash flow logistics.

Mr. Horn noted that ESD did approve the timeline extension request as well as a budget adjustment. The Market NY fund will primarily support Fire & Ice and Spring Fling in 2024, as well as Winter Carnival 2025.

Mr. Horn reemphasized the support of Ms. Dello Stritto, Ms. Knoblauch, and Ms. Chaapel in moving this grant forward.

c. DRI

Mr. Horn stated that NYS has begun announcing DRI winners for the various REDC regions, but that the FLREDC region has not been announced yet.

d. Strategic Communication Update

Mr. Horn thanked Supervisor Simpson for facilitating the opportunity to present at the December Ontario County BOS meeting. Mr. Horn indicated that the presentation went well and highlighted the CLDC's findings regarding infrastructure. Mr. Simpson stated that he thought the presentation was well received and provided a launching point for future conversations. Ryan Davis indicated that the County's next big action is figuring out the best ways to activate the Housing Needs Assessment.

e. Reappointment of Board Members

Mr. Horn inquired if the City Council and Town Board support the reappointments of Mr. Farnsworth and Mr. Griffith, respectively. Mayor Palumbo and Mr. Fennelly indicated the support of the City Council and Town Board for their reappointment.

f. City Update

Mr. Goodwin informed the board that 10 Chapin Street has a new developer interested in the property. The developer is proposing a mixed-use project with first-floor commercial and upper-story residential units. Mr. Goodwin also noted that there is funding reserved to support the project from Restore NY. Mr. Goodwin stated that he would be in contact with the County to explore additional financial support options.

g. Town Update

Supervisor Simpson provided an update on the Town. He noted that there is movement in Uptown regarding residential development, as well as a project to put in a roundabout on Route 332. Mr. Griffith inquired about Pinnacle North. Mr. Simpson stated that the Sands Family is redoing the conceptual design for the property.

h. Infrastructure

Mr. Farnsworth noted the recent news regarding Henrietta losing a multimillion-dollar project due to infrastructure issues. He reemphasized the importance of the CLDC's work exploring infrastructure for the FLX region.

Mr. Farnsworth inquired about the FLREDC meetings, which are attended by the County. Mr. Farnsworth asked for Mr. Davis to provide updates to the CLDC regarding the FLREDC's monthly meetings. Mr. Davis noted that the FLREDC is working with RGE regarding compiling a database of eligible properties for site selectors. Mr. Fennelly inquired about a clear definition of "shovel-ready" sites. Mr. Davis also noted that the County is working on creating a presentation about the Housing Needs Assessment and will create a presentation for the Canandaigua submarket.

9. Resolutions and Motions

Andy Griffith, President

No resolutions or motions.

10. Other Business

No other business.

11. Privilege of the Floor

No privilege of the floor.

12. Adjournment

Andy Griffith, President

Motion to adjourn at 9:56 by Mr. Fennelly, second by Mr. Farnsworth. Motion passed unanimously.

13. Next Meeting:

Regular Monthly Meeting – February 15th, 2024; 8:30 am