



Notice of Board Meeting

Date: October 26, 2023

To: Rick Bley
Irene Rodriguez
R.J. Passalacqua
Benjamin Vasquez
Lowell Dewey
Jason Fulton

From: Anne Nenneau, Chair

Re: Notice of Board of Directors' Meeting

The Geneva Industrial Development Agency will hold their regular monthly Board Meeting on Friday, November 3, 2023 at 8:30 am. The meeting will be held in the 2nd floor conference room at City Hall, 47 Castle Street, Geneva, NY. The meeting agenda is attached and available at <https://cityofgenevany.com/295/Industrial-Development-Agency-IDA>. The meeting will also be livestreamed on the IDA's YouTube Channel: <https://www.youtube.com/channel/UCVz4jDNtxuliy4SyugqQ8eg>.

Please confirm your attendance with Tracy Verrier, tracy.verrier@mrbgroupp.com.

Cc: Tracy Verrier, Executive Director
Matt Horn, MRB Group
Emma Falkenstein, MRB Group
Maureen Lee, Geneva City School District
Myles Webster, Webster Properties
Erica Collins, City of Geneva
Media: Steve Buchiere, Finger Lakes Times

GENEVA INDUSTRIAL DEVELOPMENT AGENCY

CITY HALL- 47 CASTLE STREET- GENEVA, NEW YORK 14456
tracy.verrier@mrbgroupp.com – www.cityofgenevany.com

City of Geneva Industrial Development Agency

Meeting Agenda

Title: City of Geneva IDA

Location: Geneva City Hall, 47 Castle Street, Geneva
2nd Floor Conference Room and Zoom

Date & Time: 11/3/2023 at 8:30am



Agenda Item	Potential Outcome	Person Responsible
Call to Order		Anne Nenneau
Administrative Reports		
Minutes from October 2023	Motion to approve minutes	Anne Nenneau
Financial Report October 2023	Motion to approve financial report	Tracy Verrier
Updates		
Geneva City School District	Informing board of status	Maureen Lee, Geneva CSD
GEDC	Informing board of status	Myles Webster, Webster Properties
Committee Reports	Informing board of status	Tracy Verrier
City Council Report	Informing board of status	Mayor Valentino & Amie Hendrix
IDA Projects	Informing board of status	Tracy Verrier
New Business		
GEDC Building Discussion	Discussion of the Board	Tracy Verrier
BID 2023 Q3 Disbursement	Motion to approve additional exp.	Tracy Verrier
Wine Country Hospitality Assignment	Motion to approve assignment	Tracy Verrier
Industrial Park License Agreement	Motion to approve license agreement	Tracy Verrier
Unfinished Business		
Nomination of Board Member	Motion to nominate board member	Tracy Verrier
Gateway Parcel Sale	Informing the board of status	Tracy Verrier
Executive Session		
Executive Session	Proposed sale/lease of real property	Anne Nenneau
Adjournment	Motion to adjourn	Anne Nenneau

Quorum (Confirmation Required)

Anne Nenneau, Chair

R.J. Passalacqua

Rick Bley

Irene Rodriguez

Lowell Dewey

Benjamin Vasquez

Jason Fulton

Staff

Tracy Verrier

Matt Horn

Emma Falkenstein

Zoom will be available, and the meeting can be viewed on the GIDA's YouTube Channel

Join Zoom Meeting

<https://us02web.zoom.us/j/86145765382?pwd=MVF1RHBNaVVCdXdaZ2xac2xaMkc5UT09>

Meeting ID: 861 4576 5382

Passcode: 425609

Dial in: 929-205-6099

**Geneva Industrial Development Agency
City Hall, 47 Castle Street, Geneva, New York
And via Zoom livestreamed to GIDA's YouTube Page
October 6, 2023 at 8:30am**

Annual Meeting Minutes

In Attendance:

Anne Nenneau
Irene Rodriguez
RJ Passalacqua
Rick Bley
Ben Vasquez*
Lowell Dewey
**remote attendance*

Others present:

Tracy Verrier, MRB Group
Emma Falkenstein, MRB Group
Amie Hendrix, City of Geneva
David West, City of Geneva
Emma Powlin, Harris Beach
Matt Chatfield, Caliber Commercial
Brokerage*
Maureen Lee, GCSD*
Myles Webster, Webster Properties LLC*

MEETING CALL TO ORDER

Chair Anne Nenneau called the meeting to order at 8:30 am with a quorum present.

ADMINISTRATIVE REPORTS

Financial Report:

Tracy Verrier provided an overview of the annual financial report, noting the inclusion of the park partnership balance sheet. She noted that no big projects closed in 2023 as the Trinity and Nardozzi projects are still outstanding, resulting in lower overall revenue for the year. However, these projects are in the works and will result in additional revenue in the coming months.

- Motion to approve the annual financial report by Irene Rodriguez, second by Rick Bley. Motion passed unanimously.

New Items

Policy Review and Approval:

Tracy Verrier informed the board that there were no recommended changes to the IDA's policies from the prior year.

- Motion to approve all the IDA policies as presented by Lowell Dewey, second by RJ Passalacqua. Motion passed unanimously.

Tracy Verrier noted that the board will need to pass a resolution to appoint David West as the contacting officer and PARIS certifier once the City takes over full administration of the IDA.

Office & Committee Appointments:

Tracy Verrier provided an overview of the IDA's committee officers and appointments. She noted that Anne Nenneau and Irene Rodriguez will stay in the position of chair and secretary/treasurer. She stated that the board will need a vice chair and will need to fill vacancies on the governance committee and audit committee.

Tracy suggested filling the vice chair position and waiting until the new board member joins to fill the remaining committee vacancies. Irene Rodriguez nominated Lowell Dewey to be vice chair.

- Motion to approve Lowell Dewey as vice chair by RJ Passalacqua, second by Ben Vasquez. Motion passed unanimously.

Board Member Forms:

Tracy encouraged the board members to fill out the forms distributed in the meeting packet including the acknowledgment of fiduciary duty, board self-evaluation, and conflict of interest statement.

ADJOURNMENT

- Motion to adjourn at 8:39 by Irene Rodriguez, second by RJ Passalacqua. Motion carried unanimously.

**Geneva Industrial Development Agency
City Hall, 47 Castle Street, Geneva, New York
And via Zoom livestreamed to GIDA's YouTube Page
October 6, 2023 at 8:30am**

Regular Meeting Minutes

In Attendance:

Anne Nenneau
Irene Rodriguez
RJ Passalacqua
Rick Bley
Ben Vasquez*
Lowell Dewey
**remote attendance*

Others present:

Tracy Verrier, MRB Group
Emma Falkenstein, MRB Group
Amie Hendrix, City of Geneva
David West, City of Geneva
Emma Powlin, Harris Beach
Matt Chatfield, Caliber Commercial
Brokerage*
Maureen Lee, GCSD*
Myles Webster, Webster Properties LLC*

MEETING CALL TO ORDER

Chair Anne Nenneau called the meeting to order at 8:38 am with a quorum present.

ADMINISTRATIVE REPORTS

Meeting Minutes:

- Motion to approve the September meeting minutes by RJ Passalacqua, second by Rick Bley. Motion carried unanimously.

Financial Report:

Tracy Verrier reviewed the October financial report, noting the inclusion of GEDC committee work in MRB Group's administrative services bill and the income from Downtown winery.

- Motion to approve the October financial report by Irene Rodriguez, second by RJ Passalacqua. Motion passed unanimously.

UPDATES

Geneva City School District:

Maureen Lee provided an update on the Geneva City School District. She shared good news regarding the positive numbers for the middle school, including improvements in grades and a reduction in disciplinary problems. Maureen noted that the high school is struggling with graduation rates and that the district's construction projects are moving along.

GEDC:

Myles Webster provided an update on the GEDC building. He noted a couple of building updates and an uptick in requests for showings. Myles indicated that he's working to prepare the building for the weather change. Myles also informed the board that they are advertising open space on multiple internet sites, social media, etc. Lowell Dewey inquired about an advertisement regarding boat storage. Myles indicated that they recently reopened that service line due to interest and additional storage capacity.

GEDC Committee Update:

Tracy stated that the nominating committee reviewed five applications from folks who submitted application forms through the City's website. Tracy, David, and the nominating committee will conduct interviews with the interested parties and bring their recommendations to the board at the November meeting.

City Council Report:

Amie Hendrix, City Manager, provided an update on the City of Geneva. She indicated that the City and the City Council are currently in budget season and just released the draft budget. It is a flat budget with no increase to the tax rate. Amie noted that the City Council passed the short-term rental ordinance which will require short-term rentals to have a permit and license. The new ordinance will go into effect in March 2024. She also noted that the new zoning ordinance will go on the November City Council agenda and that the City will hold a public hearing. Amie stated that the City is continuing to examine City-owned properties and the processes of disposing of and finding the best use for said properties.

Rick Bley inquired about the maintenance of weeding on routes 5&20 and the lane closures and rerouting of traffic. Amie indicated that NYS DOT is looking to do more construction from Lake St to the County Line, including a road diet. The City Council intends to meet with the NYS DOT to discuss the project.

IDA projects

Nardozzi PILOT Application: Tracy noted that Bob Ryan started drafting the deeds for the project and found that the IDA doesn't have current meets and bounds for the property. Tracy has contacted Nardozzi to see if they have any materials from the information they had to submit to the planning board. Tracy stated that Bob suggested the IDA start the process of hiring a surveyor to complete the deed paperwork. She noted that the cost to hire a surveyor would come from the park partnership budget.

- Motion to allow for quoting & hiring of a surveyor with approval of the executive committee by Irene Rodriguez, second by Lowell Dewey. Motion passed unanimously.

Tracy noted no changes to the other IDA projects.

NEW BUSINESS

GEDC Building: Tracy stated that the GEDC Committee met a few weeks ago to go over options moving forward. Irene Rodriguez noted that the GEDC committee has been working for many months and doing their due diligence regarding the property. Tracy noted that the goal of the September committee meeting was to identify a path forward taking into consideration what has been done to date, information from the building studies, and input from subject matter experts.

David West stated that the IDA has to decide what the role of the IDA is in relation to the GEDC building. Tracy noted that the GEDC Committee discussed a number of options and landed on the central question of whether the IDA wants to/should be running an incubator.

Anne Nenneau stated that the IDA's mission is to promote business in the City and help with business development. She noted that as the IDA's involvement with PILOTs is limited. Thus, having a facility like the GEDC is an important aspect of how the IDA can help to fulfill its mission. However, the way the building is currently operating isn't an incubator. To be an incubator, the building will need significant investment and operational staff.

The board engaged in discussion regarding what the role of the IDA is in the community. Multiple board members indicated that renovating the GEDC will be a huge investment, but that selling the building will be difficult in its current state. Additional grant funding will be essential for any capital improvements.

Rick Bley indicated that over the years the GEDC building has helped a lot of businesses start, and that the role of the building may be less of an incubation space and more of a small business startup space.

RJ Passalacqua indicated that the building presents a unique opportunity for the IDA to try to help business development in Geneva. He expressed interest in learning from other communities running incubators on the best way to do so. He agreed with Anne that keeping the building as an incubation space speaks to the IDA's mission.

Ben indicated his agreement with RJ and Anne. He stated concern over the condition of the building and the difficulty in selling the property.

Tracy summarized that the board seemed generally interested in maintaining some incubation space at GEDC. She stated that the next question is whether the full building is needed to accomplish that vision.

Irene Rodriguez stated concern regarding the IDA's ability to maintain the entire building as an incubation space. Lowell pointed out that if Jason Fulton were at the meeting, he would say to sell the property.

Tracy suggested that there are two ways to utilize part of the building for incubation: 1) subdivide the building and retain a portion, which would require more in-depth exploration of the utility layout, or 2) sell the building with the IDA having a long-term lease for a portion of the space. The board engaged in discussion regarding the local market for small businesses. Anne Nenneau suggested asking previous tenants why they left.

Following discussion, Tracy noted that running an incubator space would require additional services beyond property management to support businesses in the space. The board agreed to revisit this conversation at the next meeting.

Tracy noted the need to approve the GEDC management agreement, pointing to one change from the prior month's agreement draft that would allow the IDA to bring in someone else to run the incubation services.

- Motion to approve the GEDC management agreement by Irene Rodriguez, second by RJ Passalacqua. Motion carried unanimously.

BID 2024 Request: Tracy noted that the LDC approved the rollover of prior funds and an additional \$7,500 in funding. The IDA had already approved this, so she will get a contract together for the LDC, IDA, and BID.

Gateway Parcel: Tracy indicated that there is an update regarding the Gateway building.

EXECUTIVE SESSION

- Motion to go into Executive Session at 9:25 for the proposed sale or lease of real property by RJ Passalacqua, second by Rick Bley. Motion carried unanimously.
- Motion to exit Executive Session at 9:38 by RJ Passalacqua, second by Lowell Dewey. Motion carried unanimously.

ADJOURNMENT

- Motion to adjourn at 9:39 by Rick Bley, second by RJ Passalacqua. Motion carried unanimously.

Geneva Industrial Development Agency
Profit & Loss YTD Comparison
October 1 - 26, 2023

	Oct 1 - 26, 23	Oct 1 - 26, 23
Income		
4030 · Downtown Winery	195.00	195.00
Total Income	195.00	195.00
Expense		
5040 · Professional Services		
5043 · Administrative Services	4,707.50	4,707.50
5049 · Other Professional Services	73.75	73.75
Total 5040 · Professional Services	4,781.25	4,781.25
Total Expense	4,781.25	4,781.25
Net Income	-4,586.25	-4,586.25

Geneva Industrial Development Agency

Balance Sheet

As of October 26, 2023

	Oct 26, 23
ASSETS	
Current Assets	
Checking/Savings	
1002 · LNB - City of Geneva IDA	18,954.07
1003 · LNB Money Market	26,829.48
1050 · Certificates of Deposit	
1051 · Lyons National Bank	100,000.00
Total 1050 · Certificates of Deposit	100,000.00
Total Checking/Savings	145,783.55
Accounts Receivable	
11000 · Accounts Receivable	
11050 · GEDC Roof Loan	90,010.00
11000 · Accounts Receivable - Other	195.00
Total 11000 · Accounts Receivable	90,205.00
Total Accounts Receivable	90,205.00
Total Current Assets	235,988.55
Other Assets	
1105 · Advance to GEDC	24,000.00
1110 · Industrial Park Investment	-18,520.00
1120 · 2 N Exchange St	56,710.42
Total Other Assets	62,190.42
TOTAL ASSETS	298,178.97
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	10,378.75
Total Accounts Payable	10,378.75
Other Current Liabilities	
20500 · Committed- BID Beautification	30,935.00
Total Other Current Liabilities	30,935.00
Total Current Liabilities	41,313.75
Total Liabilities	41,313.75
Equity	
3000 · Opening Bal Equity	417,733.37
3001 · Retained Earnings	-156,281.90
Net Income	-4,586.25
Total Equity	256,865.22
TOTAL LIABILITIES & EQUITY	298,178.97



GEDC Tenant Activity Report

Banner Door (B104)

No activity to report

City of Geneva DPW (A311)

No activity to report

David Lee Foster, Esq. (A107)

No activity to report

Designing Sunny (A301)

No activity to report

FLX Glassware (Chad Lahr) (A104)

No activity to report

FLX Hospitality (B102)

No activity to report

Food Justice (B101)

No activity to report

Geneva Sound Factory (A102)

No activity to report

Geneva Theatre Guild (A305)

No activity to report

Hudson Data, LLC (A302)

No activity to report

JB Paper Company (VIRTUAL)

No activity to report

Jason G. Swartley / Financial Partners of Upstate NY (A203)

No activity to report

J. Anderson, Cabinetmaker

No activity to report

**KitGen (City of Geneva) (B102)**

No activity to report

Lyons National Bank (A308)

No activity to report

Pretzel Logic (A303)

- Notice to Quit sent to tenant on 8/25 - has to be out by **10/1**
- Moving forward with holdover proceeding

Super Casuals (A310)

No activity to report

Uncharted Spirits (A312)

No activity to report

Unity House of Cayuga County (A206)

No activity to report

Big D's Auction (A306)

- Interested in taking on more space (Possibly Pretzel Logic space)

VACANCY: TOTAL: 46,498sqft

A100: 1,365sqft A101: 1251sqft A103: 140 sqft A104: 380sqft A105: 210sqft A106: 350sqft A109: 119sqft	A204: 663sqft A205: 585sqft A209: 1150sqft A210 (asbestos): 1369sqft A211 (asbestos): 1177sqft A216 (asbestos): N/A A307: 2,610sqft A309: 9,250sqft B103: 19,432sqft
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Maintenance:

- Roofing project completed
- HVAC preventative maintenance started in preparation for winter
- Asbestos in section 210,211,216 should be addressed to get space rented

Accounting:

(attached)



Marketing:

Current Listings –

Costar

Craigslist:

1. [Office](#)
2. [Warehouse](#)

Facebook Marketplace:

1. Office
2. Winter storage for boats and vehicles

WPM website: <https://www.websterprop.com/122-n-genesee-street/>

Ad's listed –

CALL FOR PRICING

WAREHOUSE SPACE FOR LEASE

122 N. Genesee St., Geneva, NY

- Overhead doors
- Emergency lighting
- Loading docks
- Centrally located, minutes from I90
- Free off-street parking
- Secure 24 hr access

www.websterprop.com

STARTING AT \$350/MONTH

OFFICE FOR LEASE

122 N. Genesee St., Geneva, NY

- Centrally located, minutes away from I90
- Spacious two room suite
- Plenty of natural light with wrap around windows
- Free off-street parking
- Secure 24-hour access
- This space is ideal for service providers, non-profits, office use, technology companies

www.websterprop.com

October Showings - 1

(Beginning of fall is typically the start of a slower period for inquiries / leads)



- Hempwood - not a good fit. Prospect needed taller ceiling heights

Boat/Vehicle Inquiries - 9

(Have not been able to store any boats or vehicles because P. Logic had items in that alley way)

- B. Ritter moved items and has been able to get an agreement signed for 1 vehicle as of 10/26

Current Prospects:

- 1. Guy Mosher** - startup brewery
- 2. Sezahd** - dry mixing business
- 3. Property management company**

Webster Property Management, LLC

Webster Property Management
350 East Ave, Suite 203
Rochester, NY 14604
(585)465-5000

GEDC

47 Castle Street, Geneva, NY 14456

Owner Statement

Ownerships: 122 N Genesee St

Date Range: 10/01/23 - 10/26/23

	Current	YTD
<i>Beginning Bank Balance</i>	55,117.60	49,000.91
Income		
Rental Income	17,619.36	195,421.93
Application Fees	0.00	80.00
Late Fees	11.11	965.00
CAM Income (non-posting)	760.00	3,282.12
CAM - Repairs & Maintenance	0.00	5,342.88
Utility Income	0.00	4,679.03
Gas & Propane	243.80	10,851.30
Water & Sewer	0.00	40.82
Electric	1,640.97	12,997.80
Unallocated Prepays	-485.20	2,597.19
Security Deposit Forfeitures	600.00	5,600.00
	20,390.04	241,858.07
Expense		
Utilities Expense	3,531.43	52,000.62
Water & Sewer	1,381.43	4,351.50
Trash	246.00	1,353.00
Computer/Cable/Internet	0.00	360.00
Insurance Expense	2,766.10	22,128.70
Property Management Fees	1,054.70	17,430.27
Commissions & Fees Expense	0.00	4,392.50
Repairs & Maintenance Expense	11,849.49	92,508.14
Office/Supplies	0.00	97.35
Telephone Expense	165.56	2,299.72
Interest Expense	1,693.69	17,522.23
	22,688.40	214,444.03
Net Income/Loss	-2,298.36	27,414.04
<i>Ending Bank Balance</i>	50,114.68	50,114.68
Cash Requirements		
Total Reserve:	0.00	
Security Deposits Held:	10,245.00	
Total Requirements	10,245.00	

COMMENTS



BID Q3 2023 Request Summary

Requested Disbursement Amount:

Item	Q3 Amount	2023 Budget	YTD (inc Q3)	Remaining
Graphic Artist		\$3,000	\$2,500	\$500
Signage		\$1,300	\$0	\$1,300
Volunteer Interface		\$1,200	\$656.76	\$543.24
Training Video		\$3,000	\$0	\$3,000
Equipment & Tools	\$460.53	\$2,000	\$2,082.09	-\$82.09
EarthPlanters		\$2,200	\$2,541.00	-\$321.00
Supplemental Annuals		\$500	\$500.17	-\$0.17
Volunteer Appreciation	\$813.02	\$1,000	\$813.02	\$186.98
Labor	\$11,740.87	\$46,720	\$12,350.96	\$32,208.38
Subtotal	\$13,014.42	\$60,940	\$23,604.66	\$37,335.34
FOR APPROVAL				
Adobe Creative Suite	\$386.87	Consider use of Volunteer Interface or Graphic Artist left-over to cover this.		
Grand Total	\$13,401.29			

BID has requested that a subscription to the Adobe Creative Suite be reimbursed using the leftover funds from the Graphic Artist or Volunteer Interface budget lines. They intend to use the software for the following uses:

For promotional and volunteer purposes, we have been using a graphic artist to help with promotions and design elements. We were able to get the Adobe suite with a special not-for-profit rate so we can do this work in house.

Thank you for bringing Adobe to them. The Graphic artist is so expensive and we kept having to go back for adjustments. Now we are able to do the work in house and it looks clean and professional. We will also be using the Adobe suite to put together maintenance schedules for both Downtown and the Lakefront (i.e. when do we trim the grasses, when should we mulch, how much should we mulch, what has to be done for winterizing, etc) If it helps, we were also under \$500 in the budget for the graphic artist.

GENEVA LOCAL DEVELOPMENT CORPORATION

CITY HALL- 47 CASTLE STREET- GENEVA, NEW YORK 14456

www.geneva.ny.us

BOARD OF DIRECTORS

DAVID LINGER ('23) ~ PETER GILLOTTE ('23) ~ CRAIG TALMANGE ('25) ~ MARC RODRIGUEZ ('23) ~ CHEVANNE DEVANEY ('24)
DANA HOLLENBECK ('25) ~ PAULA BUCKLIN ('24) ~ JOSH MILLER ('25) ~ KYLE ACKART ('25)



**GENEVA
DOWNTOWN**
BUSINESS IMPROVEMENT DISTRICT



Quarter 3 Report

Prepared for: LDC / IDA

Prepared by: Catherine Paulson Price, Executive Director

October 2, 2023

EXECUTIVE SUMMARY

Staffing / Labor

Total Labor \$31,765.19

LDC / IDA reimbursement \$11,740.87

3rd Quarter is the height of our busy season here in Geneva. This is the time when our maintenance teams, including all seasonal hands, are working hardest to make sure our streets are clean and beautiful. It was so great to see our staff really gel this July and August. We developed routines / schedules to systematically work through downtown while we are ensured the high traffic areas were clean and weeds were under control. Our partnerships with Anne Hoyt and the Green committee also helped ensure the lakefront stayed weeded and maintained. We are so lucky to have such a solid group of volunteers that help week after week. We have been solidly under our labor budget with the efficiency of our team and the addition of the part time maintenance supervisor.

On September 16th we had a volunteer appreciation dinner and got all the volunteers t-shirts (in safety green). It will be great to see them out and about all in shirts that say "I dig weeds." PS Jill Byington chose the slogan!

Working with our landscaping team, we are in the process of fall plantings for our Seneca Street beds and the lake front beds by 41 Lakefront. This project began in Sept and will continue through November. We still need volunteers!! <https://www.genevadowntown.com/>

We have been working with Bryan Brown, PhD with Cornell, an Integrated Weed Management Specialist, to find a more efficient way to handle the weeds downtown. He met with us and team from Cornell to show us new flame weeding technology. I have been giving him feed back on the practicality of their proposed solutions when applied to a municipality. This coming year we will set up a few test and control areas to try sand and buckwheat hulls as a potential deterrent.

Concerns: Railroad tracks; need for targeted spraying; businesses using city garbage cans instead of hiring a service (working with Code to fix this issue); bus stop cleanliness and safety.

Note: Next year - BID water the flowers in Pultney Park?

Reminder - Services including but not limited to:

- Beautifying Geneva with additional planters
 - Hanging baskets
 - Watering - approximately 16 hours of labor a week
- Maintenance of Landscaping beds
- Weeding curbs & sidewalks - weed growth was aggressive this summer
- Exploration of different types of weed management (flame weeding)
- Mowing
- Trash & garbage pickup
- Maintenance of new tables & chairs (missing 2 chairs from in front of Char Burrito)
- Volunteer management
- Hanging downtown banners & promotions
- Event support
- Deceased animal cleanup
- Swarming bee removal

Economic Development

- **Zoning:** Reviewed all new zoning code, viewed recommendations from previous BID members and city staff, and made adjustments with city staff where appropriate. We have presented a BID position on this Zoning Draft to Council. As executive director, I would very much like to see this passed, even if it just as it is.
- **CDAT:** The committee meets the 1st and 3rd Tuesday of every month. In the third quarter CDAT approved signage for Atelos Corp; and rebranding signage for Community Bank; hanging signs for BTK; Om Yoga.
- Continuing joint work with Finger Lakes Visitors Connection and **Rove** looking at tourism demographics for Geneva and how our events impact downtown.
- **Events** have been exceptionally well attended so far this year. Events we hosted or cohosted for the 3rd quarter: Garlic Festival - amazing turnout! Wheels on the Seneca (co-sponsor).
- Continuing to work with **Event Review Committee** and provide information to individuals coming into town to promote downtown to their guests
- **Classes** for downtown businesses to learn marketing techniques begin the end of October. Feedback from merchants was that they were too busy in the 3rd quarter.
- **Discover Downtown Geneva** - Bandwango passport is going live on Friday October 6.
- **Promotional video** - Brand USA will be using our Geneva promotional video to market us internationally.
- **Partnering** with NYPA program "On the Canals" and the Erie Canalway National Heritage Corridor to promote activity along the lake front paths and on Seneca Lake.
- **Adobe Suite:** For promotional and volunteer purposes, we have been using a graphic artist to help with promotions and design elements. We were able to get the Adobe suite with a special not-for-profit rate so we can do this work in house.
- **Website improvements** - continuing improvement. We are trying to create a community hub.

GENEVA BUSINESS IMPROVEMENT DISTRICT

ACCOUNTS PAYABLE

Labor

Our team really worked well in July and August! We started to cut down the hours of our seasonal the last week of August. We will pair down to just 2.5 employees by December.

Payroll / Labor Q3	Employees	Hours	Cost
Liberatore, Don	1	89	\$2,160.66
Ferrell, Debbie	1	290.77	\$7,058.01
Hoyt, Daisy	1	0	0
Schmit, Jimmy	1	60	\$1,312.00
Byington, Jill	1	30	\$800.00
Calk, Chad	1	21.87	\$410.20
Total	6	491.64	\$11,740.87

Non-labor

3rd Quarter expenses were mainly comprised of restocking in order to for the team to execute. We unfortunately had to replace one weed eater unexpectedly. Next year we will most likely have to replace the other and buy 2 more so that our teams can function more efficiently. At this point, we have found that weed eating the curbs and cracks in the sidewalks is the most effective and efficient process (We are looking at some targeted spraying next year with the Green Committee consulting). Of course, that is very hard on the weed eaters and uses a lot of line.

Non-Labor - July	Cost
Oil for Lawn Equipment - North Main Lumber	7.99
Gas for Lawn Equipment - Lowe's	76.72
Total	\$84.71

Non-Labor - August	Cost
Weed Eater Line - Amazon	35.85
Total	\$35.85

Non-Labor - September	Cost
Weed Eater - Martin's	315.99
Gas for Lawn Equipment - Lowe's	23.98
Creative Cloud Apps- Adobe (Volunteer Interface)	386.87
Volunteer Appreciation - Linden Social	\$553.00
Viatran - Volunteer appreciation t-shirts	\$260.02
Total	\$1,539.86

Total Q3	Cost
Labor	\$11,740.87
Non-Labor - July	\$84.71
Non-Labor - August	\$35.85
Non-Labor - September	\$1,539.86
Total	\$13,401.29

PROJECT AUTHORIZING RESOLUTION
(Mingo Junction Steel Works, LLC Project)

A regular meeting of the City of Geneva Industrial Development Agency was convened on Friday, November 3, 2023 at 8:30 a.m.

The following resolution was duly offered and seconded, to wit:

Resolution No. 11/2023 - 3

RESOLUTION OF THE CITY OF GENEVA INDUSTRIAL DEVELOPMENT AGENCY (THE "AGENCY") (i) ACCEPTING AN APPLICATION WITH RESPECT TO A CERTAIN PROJECT (DESCRIBED BELOW); (ii) APPOINTING MINGO JUNCTION STEEL WORKS, LLC AS AGENT OF THE AGENCY TO UNDERTAKE THE PROJECT; (iii) MAKING A DETERMINATION UNDER ARTICLE 8 OF THE NEW YORK STATE ENVIRONMENTAL CONSERVATION LAW IN CONNECTION WITH THE PROJECT; (iv) AUTHORIZING FINANCIAL ASSISTANCE TO THE COMPANY WITH RESPECT TO THE PROJECT IN THE FORM OF PARTIAL A MORTGAGE RECORDING TAX EXEMPTION; AND (v) AUTHORIZING THE EXECUTION AND DELIVERY OF A MORTGAGE AND RELATED DOCUMENTS WITH RESPECT TO THE PROJECT.

WHEREAS, by Title 1 of Article 18-A of the General Municipal Law of the State of New York, as amended, and Chapter 552 of the Laws of 1981 of the State of New York, as amended (hereinafter collectively called the "Act"), the **CITY OF GENEVA INDUSTRIAL DEVELOPMENT AGENCY** (hereinafter called the "Agency") was created with the authority and power to own, lease and sell property for the purpose of, among other things, acquiring, constructing and equipping civic, industrial, manufacturing and commercial facilities as authorized by the Act; and

WHEREAS, the Agency previously appointed **WINE COUNTRY HOSPITALITY LLC** (herein, the "WCH") as agent to undertake a certain project (the "2015 Project") consisting of: (i) the acquisition by the Agency of a leasehold interest in an approximately 2.8-acre parcel of land located at 383 Hamilton Street, City of Geneva, New York (the "Land"); (ii) the construction on the Land of an approximately 52,000 square-foot, 84-room Fairfield Inn and Suites hotel and related amenities and improvements (the "Improvements"); and (iii) the acquisition and installation in and around the Improvements of certain items of equipment, machinery and other tangible personal property (the "Equipment", and collectively with the Land and the Improvements, the "Facility"); and

WHEREAS, in connection with the 2015 Project, the Agency and WCH entered into a certain Agent Agreement, Lease Agreement, Leaseback Agreement, Tax Agreement, and related documents (collectively, the "2015 Agency Documents"); and

WHEREAS, pursuant to a certain Assignment Authorizing Resolution adopted by the Agency on November 3, 2023, the Agency authorized the transfer of ownership of the 2015 Project and the assignment of the 2015 Agency Documents to Mingo Junction Steel Works, LLC (the “Company”); and

WHEREAS, the Company has submitted an application (the “Application”) to the Agency, a copy of which is on file with the Agency, requesting the Agency’s assistance with respect to a certain project (the “Project”) consisting of: (i) the retention by the Agency of a leasehold interest in an approximately 2.8-acre parcel of land located at 383 Hamilton Street, City of Geneva, New York (the “Land”) and the approximately 52,000 square-foot, 84-room Fairfield Inn and Suites hotel and related amenities and improvements (the “Existing Improvements”); (ii) the reconstruction, renovation and rehabilitation of the Existing Improvements (the “Improvements”); and (iii) the acquisition and installation in and around the Improvements of certain items of equipment, machinery and other tangible personal property (the “Equipment”, and collectively with the Land, the Existing Improvements and the Improvements, the “Facility”); and

WHEREAS, pursuant to Article 18-A of the Act the Agency desires to adopt a resolution describing the Project and the Financial Assistance (as defined below) that the Agency is contemplating with respect to the Project; and

WHEREAS, it is contemplated that the Agency will (i) negotiate and enter into an agent, financial assistance and project agreement, pursuant to which the Agency will appoint the Company as its agent for the purpose of undertaking the Project (the "Project Agreement"), (ii) amend and restate the 2015 Agency Documents (and together with the Project Agreement, the “Agency Documents”), and (iv) provide Financial Assistance to the Company in the form of a partial mortgage recording tax exemption as permitted by New York State law (collectively, the "Financial Assistance"); and

WHEREAS, pursuant to the New York State Environmental Quality Review Act, Article 8 of the Environmental Conservation Law and the regulations adopted pursuant thereto at 6 N.Y.C.R.R. Part 617, as amended (collectively referred to as "SEQRA"), the Agency must satisfy the applicable requirements set forth in SEQRA, as necessary, prior to making a final determination whether to undertake the Project; and

WHEREAS, the Financial Assistance provided by the Agency to the Company shall not exceed \$100,000 and, therefore, a public hearing with respect to the Project is not required to be held by the Agency; and

WHEREAS, the Agency Documents with respect to the Project are being negotiated and will be presented to the Chair, Vice Chair and/or Executive Director of the Agency for execution upon approval of this resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE CITY OF GENEVA INDUSTRIAL DEVELOPMENT AGENCY AS FOLLOWS:

Section 1. The Company has presented an Application in a form acceptable to the Agency. Based upon the representations made by the Company to the Agency in the Company's Application, the Agency hereby finds and determines that:

(A) By virtue of the Act, the Agency has been vested with all powers necessary and convenient to carry out and effectuate the purposes and provisions of the Act and to exercise all powers granted to it under the Act; and

(B) It is desirable and in the public interest for the Agency to appoint the Company as its agent for purposes of undertaking the Project; and

(C) The Agency has the authority to take the actions contemplated herein under the Act; and

(D) The action to be taken by the Agency will induce the Company to develop the Project, thereby increasing employment opportunities in City of Geneva, New York, and otherwise furthering the purposes of the Agency as set forth in the Act; and

(E) The Project will not result in the removal of a civic, commercial, industrial, or manufacturing plant of the Company or any other proposed occupant of the Project from one area of the State of New York (the "State") to another area of the State or result in the abandonment of one or more plants or facilities of the Company or any other proposed occupant of the Project located within the State; and the Agency hereby finds that, based on the Company's application, to the extent occupants are relocating from one plant or facility to another, the Project is reasonably necessary to discourage the Project occupants from removing such other plant or facility to a location outside the State and/or is reasonably necessary to preserve the competitive position of the Project occupants in their respective industries; and

(F) Based upon the representations made by the Company to the Agency in the Application, the Agency hereby finds and determines that the Project constitutes a "Type II Action" (as such term is defined in SEQRA) as the Project constitutes the replacement, rehabilitation and reconstruction of a structure or facility, in kind, on the same site; therefore, no further action is required under SEQRA.

Section 2. Subject to the Company executing the Project Agreement and the delivery to the Agency of a binder, certificate or other evidence of liability insurance policy for the Project satisfactory to the Agency, the Agency hereby authorizes the Company to proceed with the undertaking of the Project and hereby appoints the Company as the true and lawful agent of the Agency: (i) to undertake the Project; (ii) to make, execute, acknowledge and deliver any contracts, orders, receipts, writings and instructions, as the stated agent for the Agency with the authority to delegate such agency, in whole or in part, to agents, subagents, contractors, and subcontractors of such agents and subagents and to such other parties as the Company chooses; and (iii) in general, to do all things which may be requisite or proper for completing the Project, all with the same powers and the same validity that the Agency could do if acting in its own behalf; provided, however, the Agent Agreement shall expire on **December 31, 2024** (unless extended for good cause by the Executive Director of the Agency).

Section 3. The Chair, Vice Chair and/or Executive Director of the Agency are hereby authorized, on behalf of the Agency, to execute (i) the Project Agreement, pursuant to which the Agency appoints the Company as its agent to undertake the Project, (ii) the Agency Documents, and (iii) related documents.

Section 4. The Chair, Vice Chair and/or Executive Director of the Agency are hereby authorized, on behalf of the Agency, to execute, deliver and record a mortgage, assignment of leases and rents, security agreement, UCC-1 Financing Statements and all documents reasonably contemplated by these resolutions or required by the Lender in such forms as approved by counsel to the Agency up to a maximum principal amount not to exceed **\$4,600,000.00**; and, where appropriate, the Secretary or Assistant Secretary of the Agency is hereby authorized to affix the seal of the Agency to the Agency Documents and to attest the same, all with such changes, variations, omissions and insertions as the Chair, Vice Chair and/or Executive Director of the Agency shall approve, the execution thereof by the President/CEO, Chair, Vice Chair and/or Senior Vice President of Operations of the Agency to constitute conclusive evidence of such approval; provided, in all events, recourse against the Agency is limited to the Agency's interest in the Project.

Section 5. The Agency is hereby authorized to provide the Company with an exemption from mortgage recording taxes as permitted by New York State law in an amount not to exceed Thirty-Four Thousand Five Hundred and 00/100 Dollars (\$34,500.00).

Section 6. The Financial Assistance provided by the Agency to the Company shall not exceed \$100,000 and, therefore, a public hearing is not required to be held by the Agency.

Section 7. The officers, employees and agents of the Agency are hereby authorized and directed for and in the name and on behalf of the Agency to do all acts and things required and to execute and deliver all such certificates, instruments and documents, to pay all such fees, charges and expenses and to do all such further acts and things as may be necessary or, in the opinion of the officer, employee or agent acting, desirable and proper to effect the purposes of the foregoing resolutions and to cause compliance by the Agency with all of the terms, covenants and provisions of the documents executed for and on behalf of the Agency.

Section 8. These Resolutions shall take effect immediately.

The question of the adoption of the foregoing Resolution was duly put to a vote on roll call, which resulted as follows:

	<u><i>Yea</i></u>	<u><i>Nay</i></u>	<u><i>Absent</i></u>	<u><i>Abstain</i></u>
Anne Nenneau	[]	[]	[]	[]
Rick Bley	[]	[]	[]	[]
Irene Rodriguez	[]	[]	[]	[]
Jason Fulton	[]	[]	[]	[]
R.J. Passalacqua	[]	[]	[]	[]
Benjamin Vasquez	[]	[]	[]	[]
Lowell Dewey	[]	[]	[]	[]

The Resolution was thereupon declared duly adopted.

CERTIFICATION
(Mingo Junction Steel Works, LLC Project)

STATE OF NEW YORK)
COUNTY OF ONTARIO) SS.:

I, the undersigned Secretary of the City of Geneva Industrial Development Agency, DO
HEREBY CERTIFY:

That I have compared the annexed extract of minutes of the meeting of the City of Geneva Industrial Development Agency (the "Agency"), including the resolution contained therein, held on November 3, 2023, with the original thereof on file in my office, and that the same is a true and correct copy of the proceedings of the Agency and of such resolution set forth therein and of the whole of said original insofar as the same related to the subject matters therein referred to.

I FURTHER CERTIFY, that all members of said Agency had due notice of said meeting, that the meeting was in all respects duly held and that, pursuant to Article 7 of the Public Officers Law (Open Meetings Law), said meeting was open to the general public, and that public notice of the time and place of said meeting was duly given in accordance with such Article 7.

I FURTHER CERTIFY, that there was a quorum of the members of the Agency present throughout said meeting.

I FURTHER CERTIFY, that as of the date hereof, the attached resolution is in full force and effect and has not been amended, repealed or modified.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said Agency
this _____ day of November, 2023.

Secretary

**ASSIGNMENT AUTHORIZING RESOLUTION
(Wine Country Hospitality LLC to Mingo Junction Steel Works, LLC)**

A regular meeting of the City of Geneva Industrial Development Agency was convened on Friday, November 3, 2023 at 8:30 a.m.

The following resolution was duly offered and seconded, to wit:

Resolution No. 11/2023 - 2

RESOLUTION OF THE CITY OF GENEVA INDUSTRIAL DEVELOPMENT AGENCY AUTHORIZING (i) THE ASSIGNMENT OF CERTAIN DOCUMENTS IN CONNECTION WITH A CERTAIN PROJECT (AS FURTHER DEFINED HEREIN) PREVIOUSLY UNDERTAKEN FOR THE BENEFIT OF WINE COUNTRY HOSPITALITY LLC (THE “COMPANY”); AND (ii) AUTHORIZING THE EXECUTION AND DELIVERY OF CERTAIN DOCUMENTS AND AGREEMENTS RELATING THERETO

WHEREAS, by Title 1 of Article 18-A of the General Municipal Law of the State of New York, as amended, and Chapter 552 of the Laws of 1981 of the State of New York, (hereinafter collectively called the “Act”), the **CITY OF GENEVA INDUSTRIAL DEVELOPMENT AGENCY** (hereinafter called the “Agency”) was created with the Agency and power to promote, develop, encourage and assist in acquiring, constructing, reconstructing, improving, maintaining, equipping and furnishing industrial, manufacturing, warehousing, commercial, research, and recreational facilities as authorized by the Act, and in connection therewith to issue its revenue bonds, enter into straight lease transactions and provide other forms of financial assistance; and

WHEREAS, the Agency previously appointed **WINE COUNTRY HOSPITALITY LLC** (herein, the “Company”) as agent to undertake a certain project (the “Project”) consisting of: (i) the acquisition by the Agency of a leasehold interest in an approximately 2.8-acre parcel of land located at 383 Hamilton Street, City of Geneva, New York (the “Land”); (ii) the construction on the Land of an approximately 52,000 square-foot, 84-room Fairfield Inn and Suites hotel and related amenities and improvements (the “Improvements”); and (iii) the acquisition and installation in and around the Improvements of certain items of equipment, machinery and other tangible personal property (the “Equipment”, and collectively with the Land and the Improvements, the “Facility”); and

WHEREAS, by resolution adopted by the Agency on May 19, 2015 (the “Authorizing Resolution”), the Agency authorized the undertaking of the Project and pursuant to which the Agency and the Company entered into a certain Agent Agreement, Lease Agreement, Leaseback Agreement, Tax Agreement, and related documents (collectively, the “Agency Documents”); and

WHEREAS, pursuant to Section 6.3 of the Leaseback Agreement, in connection with the proposed transfer of ownership of the Project to Mingo Junction Steel Works, LLC (the

“Assignee”), the Company has requested the Agency’s approval of the proposed assignment of the Agency Documents to the Assignee (the "Assignment"); and

WHEREAS, the Agency desires to authorize the Assignment subject to the terms and conditions set forth herein.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE CITY OF GENEVA INDUSTRIAL DEVELOPMENT AGENCY AS FOLLOWS:

Section 1. Subject to (i) the Company and the Assignee, executing an Assignment and Assumption Agreement with Acknowledgement and Consent (the “Assignment Agreement”), (ii) the delivery to the Agency of a binder, certificate or other evidence of liability insurance policy for the Project satisfactory to the Agency, and (iii) compliance with Section 6.3 of the Leaseback Agreement, the Agency hereby authorizes the Assignment of the Agency Documents to the Assignee. No additional financial assistance is authorized for the benefit of the Company or the Assignee.

Section 2. The Agency hereby finds that the Assignment constitutes a Type II Action, as defined within the State Environmental Quality Review Act (“SEQRA”) and regulations adopted pursuant thereto at 6 NYCRR Part 617.5(c)(26) whereby the Assignment constitutes a transfer of leasehold rights with no material change in permitted conditions or activities.

Section 3. The Chair, Vice Chair, and/or Executive Director of the Agency are hereby authorized, on behalf of the Agency, to execute, deliver the Assignment Agreement and related documents; provided the rental payments under the Leaseback Agreement, as assigned, and the Assignment Agreement include payments of all costs incurred by the Agency arising out of or related to the Project and Assignments, along with the prospective indemnification of the Agency by the Assignee, for actions taken by the Assignee and/or claims arising out of or related to the Project.

Section 4. The officers, employees and agents of the Agency are hereby authorized and directed for and in the name and on behalf of the Agency to do all acts and things required and to execute and deliver all such certificates, instruments and documents, to pay all such fees, charges and expenses and to do all such further acts and things as may be necessary or, in the opinion of the officer, employee or agent acting, desirable and proper to effect the purposes of the foregoing resolutions and to cause compliance by the Agency with all of the terms, covenants and provisions of the documents executed for and on behalf of the Agency.

Section 5. These Resolutions shall take effect immediately.

The question of the adoption of the foregoing Resolution was duly put to vote on roll call, which resulted as follows:

	<u><i>Yea</i></u>	<u><i>Nay</i></u>	<u><i>Absent</i></u>	<u><i>Abstain</i></u>
Anne Nenneau	[]	[]	[]	[]
Rick Bley	[]	[]	[]	[]
Irene Rodriguez	[]	[]	[]	[]
Jason Fulton	[]	[]	[]	[]
R.J. Passalacqua	[]	[]	[]	[]
Benjamin Vasquez	[]	[]	[]	[]
Lowell Dewey	[]	[]	[]	[]

The Resolution was thereupon declared duly adopted.

SECRETARY'S CERTIFICATION

STATE OF NEW YORK)
COUNTY OF ONTARIO) SS:

I, the undersigned Secretary of the City of Geneva Industrial Development Agency, DO
HEREBY CERTIFY:

That I have compared the annexed extract of minutes of the meeting of the City of Geneva Industrial Development Agency (the “Agency”), including the resolution contained therein, held on November 3, 2023, with the original thereof on file in my office, and that the same is a true and correct copy of the proceedings of the Agency and of such resolution set forth therein and of the whole of said original insofar as the same related to the subject matters therein referred to.

I FURTHER CERTIFY, that all members of said Agency had due notice of said meeting, that the meeting was in all respects duly held and that, pursuant to Article 7 of the Public Officers Law (Open Meetings Law), said meeting was open to the general public, and that public notice of the time and place of said meeting was duly given in accordance with such Article 7.

I FURTHER CERTIFY, that there was a quorum of the members of the Agency present throughout said meeting.

I FURTHER CERTIFY, that as of the date hereof, the attached resolution is in full force and effect and has not been amended, repealed or modified.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said Agency
this ___ day of November, 2023.

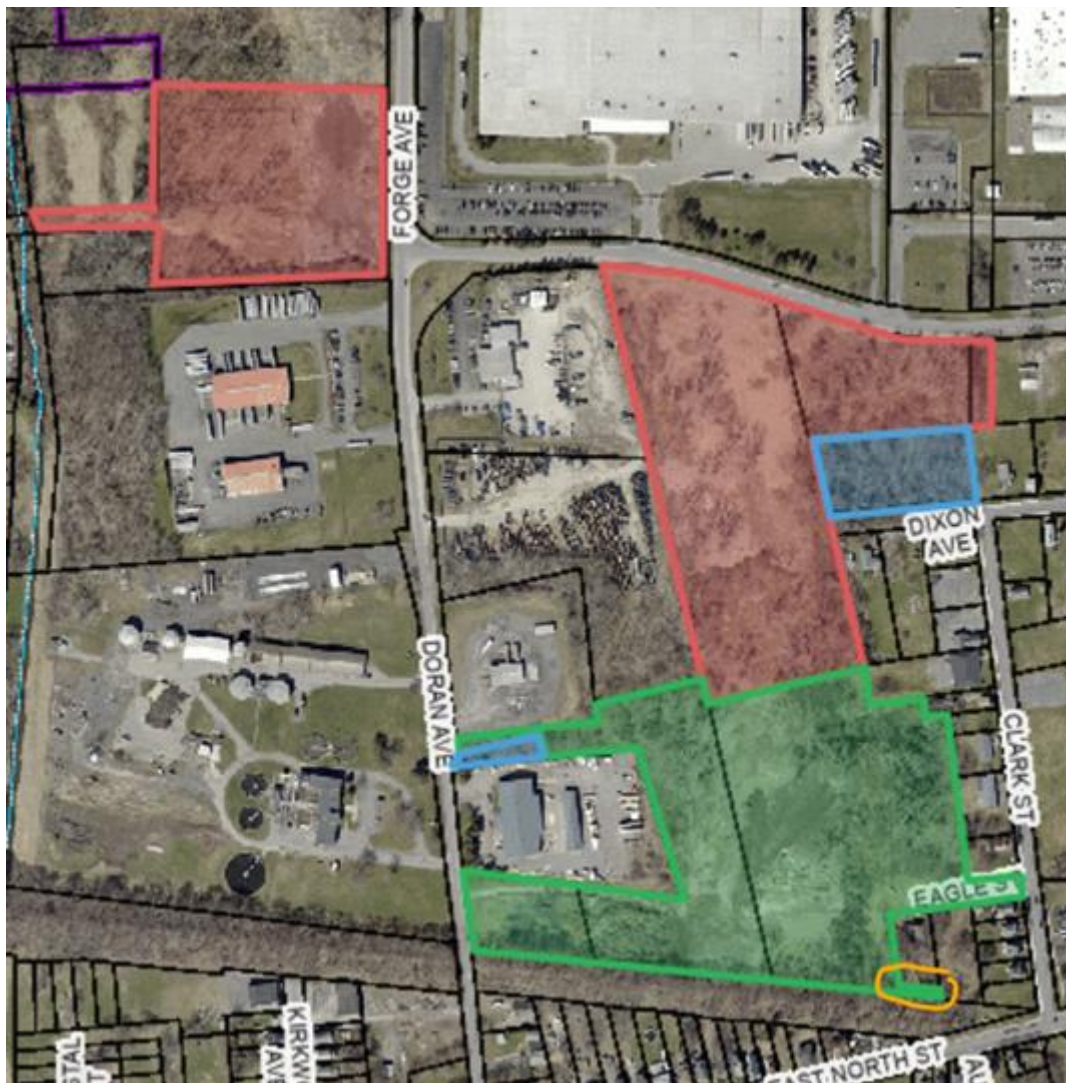
Secretary

[SEAL]



Industrial Park License Agreement Summary

The City of Geneva realized that a portion of a parcel owned by the Park Partnership is needed for a Blueprint project to construct an ADA compliant ramp onto the railbed greenway at the corner of Clark and E. North. They have requested conveyance of that portion of the parcel (circled in orange below) to the City for this purpose. That process will take some time, so at this juncture we are simply requesting a license agreement that would allow the project to move forward on that portion of the project until the details of a transfer are worked out. The Ontario County IDA and City Council will also need to approve the license agreement. The construction drawings are available upon request. Please contact Tracy Verrier (tverrier@mrbgroup.com) if you'd like to review a copy ahead of the meeting.





BOARD MEMBER NOMINATIONS
FOR CONSIDERATION AT IDA BOARD MEETING – November 3, 2023

Board Member Appointment:

Allison Koczent

- Geneva IDA is nominating Allison Koczent to be appointed to the Geneva Industrial Development Agency for the term 11/3/2023 – 9/30/2028

1. A motion to appoint Allison Koczent to the IDA board moved by _____, second by _____. All present voted in favor.

Geneva Industrial Development Agency

CITY HALL- 47 CASTLE STREET- GENEVA, NEW YORK 14456
Tracy Verrier, Executive Director
Tracy.Verrier@mrbgroupp.com