



Board Meeting Minutes
July 8, 2020
Via Zoom

Board Members: Ken Cohen, Greg Martin, Jim Kleingers, Rick Pearce, Dan Nix, Traci Barnett, Nicole Condrey, Chris Xeil Lyons, Susan Cohen, Joe Mulligan

Staff: Calista Smith, Debbie Garitson

Ken Cohen called the meeting to order and asked for the roll call.

Minutes

Ken asked for a motion to approve the minutes of the May 13th, June 3rd, and June 16th meetings. Ken mentioned the message from Joe regarding his attendance for the June 3rd meeting. This should be incorporated with those minutes. Debbie will amend the minutes to show his attendance prior to the executive session. Greg moved to approve the minutes. Susan seconded and the motion carried.

Committee Updates

- a. **Development and External Relations Committee** – Jim Kleingers, Chair
Case Statement – He asked the board members to review the case statement and provide comments. They would like to have the document ready within the next 30 days.
- b. **Project Evaluation and Reinvestment** – Greg Martin, Chair
Criteria and Documents – Greg said the committee met June 24th and focused on project processes including document submission, requests for release of funds, project monitoring procedures. The committee also discussed the Carnegie and its fit within investment scope.
- c. **Finance and Accounting** – Fred DeBiasi, Chair
Calista gave an update as Fred was out of town. Calista, Fred, and Sean Fraunfelter (MMF Accountant) reviewed the financing processes. There will be regular updates, quarterly reports, and timelines. There will also be monthly reviews of accounts receivable and payables. There will be minor tweaks to invoicing such as sending an additional copy to be returned with the payment to ensure proper posting of the payment.
- d. **Real Estate Committee** – no update at this time

City Updates

Chris Xeil reported that Economic Development will be hosting a Development Breakfast at 7:30am on August 13th at the Windemere. Save the date. We may have a Zoom option for those wishing not to attend due to social distancing. Chris Xeil invites partners and all developers.

David Knust plans to construct two spec buildings in Greentree Industrial Park.

Susan announced Jim Palenick has accepted the City Manager position and will begin next Monday (July 13th). Greg suggested meeting with him to bring him up to date on what is going on and what we do.

Next Meeting

Annual Meeting in September

Ken suggested holding our annual meeting in the Council Chambers rather than meeting via Zoom. Calista will reach out to those whose terms are expiring. She also asked if members have someone in mind that would be of benefit to the board to let her know.

Jim asked the board to take a look at the Investor Draft 6-16-20 document and feel free to send your comments over the next week or two.

With no further discussion, Ken thanked everyone for their time from their busy schedules. Meeting adjourned.