



## **Community Improvement Corporation**

### **Meeting Minutes**

**February 26, 2021**

In accordance with HB 197 this will be a virtual meeting that is open to the public to watch via zoom.

#### **Call to Order**

JC Rupel at 12:03 pm

#### **Attendance**

- David Prytherch, Glen Ellerby, Steve Dana, JC Rupel, Joe Newlin, Kevin McKeegan, Kelly Umbstead, Norma Pinnock, Ted Pickerill, Shaunna Tafelski, Jim Clawson
- Staff
  - Jessica Greene, Seth Copenbaker
- Absent
  - Randi Thomas

#### **Approval of Minutes**

- Motion to approve by Steve Dana
  - Seconded Kevin McKeegan
  - Unanimous approval

## Old Business

- **Presentation of Economic Development 2021 Goals**
  - Presentation of goals by Jessica Greene. Goals amended to reflect “City Council’s Top Priorities”
    - Introduction of City Council top priority of “Vibrant Business Districts
    - Priority to be addressed through two goals, in phases
      - Goal #1 Research a variety of programs that:
        - 1) Incentivize business start-up and property occupancy and 2) Discourage vacancy and degradation
        - Goal #2 Implementation of programs and policies that reinforce core values and encourage desired occupancy rates throughout business locations
      - Shifted goals and created the “Parking Lot” for ideas
        - “Welcome Packet”, Placemaking, and Infrastructure Analysis
    - Opened for discussion
      - Steve Dana asked for explanation of “Create a City-Staff Culture”
        - Jessica Greene replied that there is sometimes a disconnect between Ec Dev, Com Dev, Service, etc. Helping close gaps with developers, etc. Com Dev has rules, we reach out to support and answer questions
        - Jim Clawson would “put a “five star” rating” on this goal, speaking from the developer standpoint
        - Jessica Greene stated that a possible 2022 goal would include additional incentives for development, fee waivers, etc.
      - Norma Pennock stated that the “exact right goals’ were moved to the parking lot section
      - Motion to approve amended goals by Norma Pennock
        - Seconded by Shaunna Tafelski
        - Unanimously approved
      - Jessica requested sharing of any information on incentive programs to fill vacant buildings.
- **Review and approval of MOON Co-Op RLF agreement/payment schedule**
  - Presentation of MOON payment scheduled by Seth Cropsenbaker
    - Kevin McKeehan recommended to amend document to reflect suspended payments during state of emergency in 2020
    - Kevin McKeehan moved to approve
      - Second by Steve Dana
      - Passed Unanimously

**New Business:**

- **Discussion of Revolving Loan Fund proposed update and addition**
  - Growth and Creation loan
    - Presented by Seth
      - Reviewed proposed changes to RLF rules and forms. These updates keep the program aligned with HUD requirements but updated the look and feel of the documents. We also removed reporting requirement that are no longer required and updated the area of businesses served to City of Oxford from Talawanda School District.
    - Discussion:
      - The loans in this category are \$10K and meet all the same RLF requirements from before.
      - Support from Steve Dana on the focus on jobs and LMI minimum threshold
      - Kevin McKeehan mentioned support from RLF sub committee and that they had reviewed all documents and they approved to these recommended changes.
    - Motion to adopt new RLF rules and application forms by Steve Dana.
      - Second by Ted Pickerill
      - Unanimously approved
  - Improvement and Retention Loan
    - Presented by Seth
      - This is a new proposed loan program for under \$10K. These loans are for small capital improvement projects for our local businesses. To meet HUD requirements these loans fall under the job retention category.
      - We drafted new rules for this program but the application process is the same as for the larger Creation and Growth loans.
    - Discussion:
      - Kevin McKeehan clarifying language on the “Under \$10K” for retention and “\$10K and above for Growth and Creation Loan”
      - Motion to approve the new Improvement and Retention RLF program made by Ted Pickerill.
        - Second by Steve Dana
        - Unanimous approval

- **Discussion of Economic Development projects**
  - College@Elm
    - Presented by Jessica
    - No questions or comments
  - Amtrak “Chestnut Corridor”
    - Presented by Jessica
    - Jessica requested a letter of support from CIC on Amtrak
      - Motion to draft letter of support from Steve
        - Seconded by Kevin
        - Unanimous approval
      - Discussion of potential competition with Hamilton on Cardinal line
        - David P. Cardinal line is Cincinnati to Chicago, Amtrak wants multiple trains per day traveling this line. Amtrak identified this as the major transportation line for the future of the Midwest. Decision will come down to “who moves fast”
        - Jessica, draft letter of support. Propose for vote to Council. Development of RFP and plans to offer three levels of development.
          - Bronze; Platform only
          - Silver; tear down Nelson Morrow and improve facilities and offerings from this site
          - Gold: full development of the Chestnut Fields site into a true business district. What could a reimagined area look like and offer. Could we be ready if a large Federal/Tiger Grant become available how can we be ready
      - Kevin how can we help Amtrak remember that we’ve been on board for awhile. We’re more on board and more ready.
        - Jessica has been in contact with Amtrak, we need to develop the plans
        - David believes Amtrak is ready and interested in us, it’s on “Oxford to fish or cut bait”. We have to show we’re ready, break ground, etc. Bronze plan needs to be further developed than just putting a platform in the existing area.
          - JC, are you saying build it and they will come?
          - David; Amtrak is looking for a partner. We have 20,000 people in their key demographic
          - Design vendor is under contract and can also serve as a consultant
        - Shaunna expressed concern about demolishing the Nelson Morrow building and displacement of staff and resources and Talawanda schools not having funds to build another new building.

- David emphasized need for partnerships and conversations between Oxford, Miami, Talawanda Schools, Oxford Township, etc.
      - Norma; doesn't believe the Township building would go away. Beautify the backsides of those buildings with murals
      - Kevin; wants to remind everyone that land across the street from Red Ox is a 1.1 acre lot owned by BP, cannot be used for residential purposes due to residual contamination. It could be used for commercial development and/or parking. BP might part with that land for a very nominal fee
      - Jessica; the total reimagining of this would need a very tight concept and design to showcase the vision. We need to be in a position to be poised to apply for any large Federal Grant opportunity.
- Workforce Development Grant
  - We've been contacted to apply for a workforce development grant. We were encouraged to apply for a Planning Grant for workforce development grant above the application threshold
    - JC, that's great, we should be ready if they're handing out money
- Comprehensive Plan Update
  - Jessica and Sam developing the Comp plan rather than hiring an outside consultant group
    - How can we develop the strategic plan and comp plan simultaneously
      - Where are we now?
      - What have we heard?
      - Where are we going?
  - Steve Dana, encouraged the idea of citizen involvement in the development of the Comprehensive plan
    - Jessica, we would have three efforts on public outreach during the spring; survey, postcards, etc.
- March Topics Amtrak Platinum Planning and Workforce Development Grant
  - Jessica proposed a small group meeting for March to focus exclusively on Chestnut Fields development
    - David voiced support for a meeting concerning Chestnut
    - Jessica proposed meeting of the subgroup
      - Shaunna, Randi, Norma, Jessica, David
      - That group meets in March
    - Full CIC Board meeting in early-to-mid April
      - Friday April 9 at 12pm for the next meeting



### **Next Steps and Action Items**

- Amtrak subgroup meeting for March
- Full CIC Board meeting for Friday April 9, 12pm
- CIC members to look for business incentives related to occupancy in commercial space

### **Adjourn**

- Moved by Norma Pennock
  - Seconded Kevin McKeehan

Unanimous approval