

ECONOMIC DEVELOPMENT COMMITTEE

September 21, 2017 – 9:00 a.m.

PRESENT: Lynn Koogle, Jeff Fannin, Mark Heistand and Tom Winning.

ABSENT: Mike Kuhn was absent.

ALSO PRESENT: Judy Gilleland, City Manager; Pat Higgins, City Grant Writer and Jeff Jones, Planning Commission

MINUTES:

Mr. Koogle moved to approve the August 17, 2017 minutes as submitted.

VOICE VOTE ON ABOVE MOTION. ALL IN FAVOR. MOTION CARRIED.

BUSINESS:

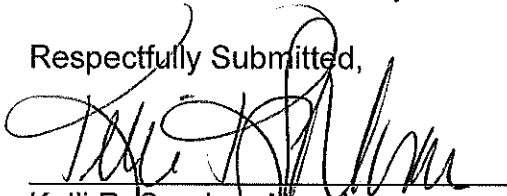
Jeff Jones, Chair of Planning Commission and BZA, has been working on updating the zoning code and sign code. It was requested that he attend the Economic Development Committee meeting to review the changes proposed to the sign code. Mr. Jones provided an overview of the code and his proposed changes. The Committee thanked Mr. Jones for his time he has volunteered in updating the code.

The next meeting is scheduled for Thursday, October 19, 2017 at 9:00 a.m.

ADJOURNMENT:

Mr. Heistand motion to adjourn the meeting at 10:15 a.m.

Respectfully Submitted,



Kelli R. Sanders-Novak
Clerk of Council

ECONOMIC DEVELOPMENT COMMITTEE
November 16, 2017

PRESENT: Lynn Koogle, Jeff Fannin and Tom Winning

ABSENT: Mike Kuhn, Mark Heistand

ALSO PRESENT: Matthew Smith, Farmers and Merchants Bank and Pat Higgins, City Grant Writer

MINUTES:

Mr. Koogle motioned to approve the September 21, 2017 minutes.
VOICE VOTE ON ABOVE MOTION. ALL IN FAVOR. MOTION CARRIED.

BUSINESS:

Pat Higgins began the discussion by reviewing the Business Walk Meeting held on October 19, 2017 for the Downtown Business Owners. The committee members noted that they heard positive comments regarding the meeting.

A discussion on having additional informational meetings during 2018 was held. Pat indicated that she has been gathering information regarding, energy audits and Vectren and DP&L rebate programs, State Historic Preservation tools to preserve historic structures and Workforce Development such as Project Hire. Tom Winning suggested we plan three meetings a year during the months of February, June and October; all members concurred.

It was agreed that we would contact Eric Sauer, Planner for Five Rivers Metroparks after the New Year to see where they are with their plan development and possible timeline for additional conversation.

Pat Higgins also stated that she is working on the permit process and will be meeting with Kelli to discuss the findings.

Jeff Fannin suggested the city should explore conducting an income survey for all of the residents in the downtown area to determine the percentage of income eligible residents as set by the Community Development Block Grant Program. Pat stated that she would contact Tawana to determine survey instrument the county uses.

A brief discussion followed regarding the Huntington Bank building, Florentine Hotel and the new parking space on Cherry Street.

The next meeting is scheduled for Thursday, January 18, 2018

ECONOMIC DEVELOPMENT COMMITTEE
January 18, 2018

PRESENT: Mike Kuhn, Mark Heistand, Jeff Fannin and Tom Winning

ABSENT: Lynn Koogle

ALSO PRESENT: Pat Higgins, City Grant Writer

MINUTES:

Mr. Fannin motioned to approve the November 16, 2017 minutes.

VOICE VOTE ON ABOVE MOTION. Mr. Heistand abstained. MOTION CARRIED.

BUSINESS:

Mr. Winning began the discussion by asking if staff had some goals in mind. Pat Higgins indicated she and Judy discussed the 2018 potential goals as follows:

- Three informational meetings for the business community will be held. At the last meeting, it was agreed to have a program in February, June and October.
- Business visits to determine needs
- Business brochure/checklist.

Each goal was discussed by the committee.

Informational meeting for the February meeting, Pat indicated she has been in contact with Lamees Mubaslat, Director of Dayton Regional Green office of Montgomery County. Lamees would present a program on the value of energy audits, cost of audits and opportunities for free or reduced audits. The program could also have representatives from Vectren and DP&L present to highlight rebate programs. Lamees indicated she would prefer an 8:00am timeframe. The committee discussed the best time for a meeting and agreed to try a morning meeting at the Germantown Senior Center, if available. Light refreshments would be served.

Business Visits – Pat indicated she would continue to do business visits and reach out to businesses who might need assistance.

Business brochure/checklist – Pat explained this brochure/checklist would help business owners to understand the zoning and building permit requirements when opening a business, renovating a store space or building new. Mike asked if it would include Certificate of Occupancy requirements and Pat said the checklist will include information on certificates of occupancy. Mike discussed how his family often tells potential renters to go to the city and discuss their business ideas before they sign the lease. All felt a meeting with the business owners to explain the zoning and building process would be helpful before they start. The committee discussed they were in favor of the brochure/checklist to help all businesses, large franchise stores such as CVS and the 'Mom and Pop' owner who is opening a business for the first time. The checklist would be part of the customer service we offer to assist businesses to understand the city's role, NIC's role and the owner's responsibilities.

A discussion continued regarding the business meeting and a concern regarding the topic "energy audits" might not attract much interest. Ideas regarding additional topics included: Fiver Rivers

Metroparks, a community update on programs, projects, etc. The committee agreed to keep the topic energy audit but word it differently.

Pat indicated she reached out to Eric Sauer, Planner for Five Rivers Metroparks to determine where they are with their planning development and possible timeline. Jeff wondered if the city should reach out to see if we could partner with the metroparks on an activity that would bring business to downtown.

The next meeting is scheduled for Thursday, February 15, 2018

ADJOURNMENT

Mr. Winning made a motion to adjourn the meeting at 10:35 am

Respectfully Submitted.

Kelli R. Sanders-Novak
Clerk of Council

ECONOMIC DEVELOPMENT COMMITTEE
February 15, 2018

PRESENT: Jeff Fannin, Lynn Koogle and Tom Winning

ABSENT: Mike Kuhn, Mark Heistand,

ALSO PRESENT: Pat Higgins, City Grant Writer

MINUTES:

Mr. Fannin motioned to approve the January minutes.
VOICE VOTE ON MOTION. MOTION CARRIED.

BUSINESS:

Tom Winning opened the discussion by asking for updates.

Update on 2018 Downtown Business Meeting. Pat Higgins reviewed the planned meeting. The meeting will be on February 28, 2018 at 9:00am at the Germantown Senior Center. Letters were sent to all of the businesses on the Business Walk mailing list. Also, Tom Winning sent an email out to small businesses regarding the meeting. Pat also indicated the city will be sending an email out to the businesses that provided their email address to let them know about the meeting and ask them to share the information with others. Tom said he would also send a meeting reminder out using his email list.

Jeff asked if we had an agenda. Pat indicated: Judy would be giving an update regarding city activities, Nick from Don's Pizza would be reviewing planned events for 2018 and Lamees Mubaslat, Director of the Dayton Regional Green office of Montgomery County will discuss energy audits and possible rebates.

A brief discussion followed regarding future meetings and possible topics. Pat indicated information regarding Historic Preservation Tax Credits might be a good topic as a result of recent discussions with a property owner downtown. Jeff suggested an update on Five Rivers Metroparks' plans would be good at this meeting also and as plans are completed could be a topic at another meeting.

Update on business brochure/checklist – Pat explained work is continuing. We are looking at consolidating several applications into one. Kelli is working on consolidating the sign permit applications. Pat is looking into the business permit, zoning permit and maybe the certificate of occupancy being one form. Pat plans to meet or discuss with other building and zoning departments, such as Kettering and Fairborn. Jeff suggested also contacting Brookville and Clayton to see how they handle building and zoning permits.

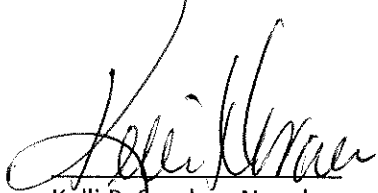
Election of Officers – Members decided to hold elections at the next meeting.

The next meeting is scheduled for Thursday, March 15, 2018

ADJOURNMENT

Mr. Winning made a motion to adjourn the meeting at 9:30 am

Respectfully Submitted.

A handwritten signature in black ink, appearing to read "Kelli Sanders-Novak". The signature is written in a cursive style with a large, looping initial "K".

Kelli R. Sanders-Novak
Clerk of Council

ECONOMIC DEVELOPMENT COMMITTEE
March 15, 2018 – 9:00 a.m.

PRESENT: Lynn Koogle, Jeff Fannin, Mark Heistand and Tom Winning.

ALSO PRESENT: Judy Gilleland, City Manager.

ORGANIZATION:

Mr. Heistand moved to appoint Tom Winning as Chairperson for 2018.

VOICE VOTE ON ABOVE MOTION. ALL IN FAVOR. MOTION CARRIED.

Mr. Koogle moved to appoint Mark Heistand as Vice Chairperson for 2018.

VOICE VOTE ON ABOVE MOTION. ALL IN FAVOR. MOTION CARRIED.

The Committee discussed the dates and times for the meeting.

Mr. Koogle moved to continue the Economic Development Committee meetings on the third Thursday of each month at 9:00 a.m.

VOICE VOTE ON ABOVE MOTION. ALL IN FAVOR. MOTION CARRIED.

MINUTES:

Mr. Koogle moved to approve the August 17, 2017 minutes as submitted.

VOICE VOTE ON ABOVE MOTION. ALL IN FAVOR. MOTION CARRIED.

BUSINESS:

Discussion took place regarding signs in the right-of-way.

Discussion took place on microenterprise grants for businesses – could this be used to fund a welcome sign which would house name plates for various businesses in the city?

Discussion took place regarding the positive feedback on the business meeting. The committee advised that they felt the location of the Senior center was good and that we should alternate between morning and evening meetings, therefore, the next one should be in the evening. The committee would like to include Eric Sauer/Five Rivers at the next meeting.

Judy updated the committee on the Five Rivers Metroparks/Downtown Germantown event to be held in August on the same day as the Saturday Night Out event. Five Rivers and the SNO organization felt that there would be a positive symbiotic relationship between the two events which would work well for the public. Judy also updated the committee on further discussion with Five Rivers on the master planning process and funding for various projects. Trails will be the first priority. A meeting will be set up with Scott Weidle to discuss future plans.

Judy updated the committee on the Building and Zoning permit process and advised that Pat, she and Kelli met and hope to have a draft for the Committee to consider at the May meeting.

The next meeting is scheduled for Thursday, April 19, 2018 at 9:00 a.m.

ADJOURNMENT:

The meeting was adjourned at 10:15 a.m.

Respectfully Submitted,

Kelli R. Sanders-Novak
Clerk of Council