

# CANANDAIGUA

## LOCAL DEVELOPMENT CORPORATION

### Regular Meeting

April 16, 2020; 10:00a

### DIGITAL/REMOTE MEETING

*Public Dial-In info published as required by Executive Order*

## RECORD OF PROCEEDINGS

### I. Call to Order

The meeting was called to order at 10:00 a.m. by Vice-President Menikotz. All members were in attendance except for Carl Steinbrenner, who was excused.

### II. Approval of Minutes

On motion by Ms. Menikotz, seconded by Mr. Terwilliger, the minutes for April 2, 2020 were approved unanimously.

### III. Reports/Presentations

**a. Overview of Ontario County Economic Development (OCED) COVID-19 Response** **Michael Manikowski, Director, OCED**

Mr. Manikowski and Suzanne Vary of OCED presented on the County's ongoing, multifaced economic development response to the COVID-19 pandemic. Mr. Manikowski relayed that OCED is gathering and curating Federal and State resources on the Ontario County and OCED website, and on Instagram and Twitter. Ms. Vary presented detail on various SBA programs that are available to small businesses at this time, inclusive of the Economic Injury Disaster Loan program (EIDL), the Express Bridge Loan Pilot Program, the Paycheck Protection Program, and Debt Relief Programs. Mr. Manikowski and Ms. Vary noted that, locally, the U.S. Small Business Administration (SBA) is working with the Brockport Small Business Development Center and SCORE to distribute information and provide technical assistance to small businesses.

Mr. Manikowski reported that OCED is providing debt relief to their loan recipients, allowing them to defer loan payments for a period of 6 months, and only pay interest during that time. All that is required for companies to opt into this debt relief program is a letter detailing how they've been impacted by the COVID-19 crisis. Mr. Manikowski reported that roughly 60% of OCED's portfolio has opted into this program, to date.

Mr. Manikowski also updated the board on OCED's ongoing strategic planning work, in which the office revisits their plan every five years including this year. The County has engaged Peter Fairweather to consult on this year's process. One goal of this work will be to develop a guide for local businesses to help them tap into resources and comply with health and safety regulations and protocols related to the COVID-19 pandemic, with a particular focus on the hospitality and retail sectors.

Mr. Manikowski, Ms. Vary and the Board agreed that an open line of communication and coordination between OCED and the LDC will benefit both organizations in their response to this crisis.

#### **b. Financial Report**

Mr. Taylor provided the Board with financial statements covering the period through March 3, noting that these were the same statements provided at the April 2 meeting. The balance on hand stands at \$199,367.14.

Additionally, Mr. Taylor provided an update on the Treasurer Processes document which has been updated to add the Audit Internal Controls recommendation that two account holder signatures be required on any check greater than or equal to \$500. Mr. Taylor confirmed that Ms. Menikotz will be added as a second signature to corporation accounts.

On motion by Ms. Menikotz, seconded by Mr. Griffith, the Board unanimously accepted the Treasurer's report, the 2019 audit, and the updated Treasurer Processes document.

### **IV. Pending Board Matters**

#### **a. Review/Execute Fiduciary Responsibilities**

Mr. Horn reviewed the details of the Fiduciary Duty Acknowledgement, and advised the Board to sign it and return as soon as possible. Board members agreed to submit this at their earliest opportunity.

## **V. New Board Matters**

### **a. 90-Day COVID-19 Action Plan**

Brooke Mayer presented a schedule detailing the LDC's 90-Day action plan to assist businesses throughout and beyond the COVID-19 response period. Ms. Mayer provided an update on activities completed to date, including the launch of the Canandaigua Means Business website and business support survey, and provided an overview of early findings from the survey and from follow up with individual businesses. The Board discussed outreach strategies to expand the survey response.

Matt Horn acknowledged that the Governor is participating in a multistate task force that will develop a coordinated approach to an economic reopening. Mr. Horn noted that MRB Group is part of a team working on the Governor's economic reopening strategy and will share findings as appropriate.

## **VI. Other Business**

### **a. 2020 -2021 Action Plan Follow-up**

Ms. Mayer acknowledged that, while the 90-Day COVID-19 action plan is currently the Board's key priority, work on the 2020-2021 Action Plan continues. Most notably, MRB has commenced the Canandaigua Market Study, which will provide a foundation for the LDC's strategic direction, moving forward.

### **b. NYS Downtown Revitalization Initiative**

John Goodwin asked the Board whether they would provide support for a City application to the 2020 Downtown Revitalization Initiative. Under the proposed approach, MRB would complete the work within their existing LDC contract.

On motion by Mr. Terwilliger, seconded by Ms. Menikotz, the Board unanimously approved MRB to proceed with this scope of work.

## **VII. Adjourn**

On motion from Ms. Menikotz, seconded by Mr. Taylor, the meeting was adjourned at 11:15a.

Respectfully Submitted,

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John D, Goodwin  
Secretary