

**Village of Middlefield Economic Development Committee Minutes
October 23, 2013**

The committee met in regular session. The Mayor called the meeting to order at 7:00 p.m. with the following members present: Ms. Kim Breyley, Mr. Dave Dietrich, Mayor Ben Garlich, Mr. Dave McDowell, Mr. Dick Schill, Mr. Ron Wiech and Mr. Bill Blue.

Also present: Dan Weir – Administrator

NEW BUSINESS

Tax Credit Ordinance: Two versions were presented to the committee. A lengthy discussion was held on both ordinances. It was the consensus of the committee to continue with the ordinance giving the Village Administrator the ability to negotiate lesser job creation than what is stated in the ordinance. Mr. Weir will discuss the ordinance with the Village solicitor and report back to the committee.

Executive Session: The committee convened an executive session at 7:45 p.m. in accordance with Mayor Garlich's request for the purpose of land acquisition; Mr. Wiech seconded. On the roll call to convene an Executive Session to discuss property: Ms. Breyley, Mr. Dave Dietrich, Mayor Ben Garlich, Mr. Dave McDowell, Mr. Dick Schill, Mr. Ron Wiech and Mr. Bill Blue voted yea; motion CARRIED.

Reconvene Open Meeting: At 8:05 p.m., the Mayor announced the public portion of the meeting reconvened.

Action resulting from Executive Session: The Mayor announced there was no action to take.

Agenda: Mayor Garlich requested that school job program be added to the agenda under new business #3. Mr. Dietrich requested that the utility poles on West High Street be added to the agenda under unfinished business #4.

Approval of Minutes: October 16, 2013 regular meeting – Mr. McDowell moved to approve the minutes with the correction of the spelling of his last name. It is "McDowell" not "MacDowell", seconded by Mr. Blue; motion CARRIED.

UNFINISHED BUSINESS

Retail Surveys: Ms. Breyley provided a brief update. Ms. Breyley will contact Ms. Kirby tomorrow afternoon. The survey closes on the 26th.

Director of Economic Development: Discussion was held on the job description and contract has been redefined based on previous conversations. The Village has received application. Lengthy discussion was held on the applications and the resumes that have been received. The committee stated that not one applicant looked or referred to the business portion of the website. No additional information was requested from any of the applicants.

Task Assignments for Economic Development Committee Members: Mayor Garlich stated that the committee needs to prioritize the list and use the committee's strengths to accomplish the tasks at hand. Discussion was held. Mr. Dietrich stated that he would like to work on the center of town. Mr. Blue stated he would like to work on the Village

Village of Middlefield Economic Development Committee Minutes
October 23, 2013

entrances and signs. Mr. Schill volunteered to work with Mr. Blue. Ms. Breyley volunteered to work with Mr. Dietrich on the center of town. The list of tasks is:

- Village Entrances – Mr. Blue and Mr. Schill
- Port Authority – This would be a huge undertaking.
- Market Analysis – Is currently underway.
- Storm water – Discussion is underway.
- Property Maintenance – The streets committee is handling this.
- Airport – Mr. Wiech and Mr. Blue will work on this task.
- Job Incentives – Will be a part of the apprentice program; but this will be handled with by the Mayor and the director of economic development.
- Apprentice Program – This will be partnered with the school job program.
- W. High Street Retail Area – Mr. Weir applied for a grant.
- Development Projects

Mr. Dietrich stated that the committee will need to report back to the committee on a monthly basis. Mayor Garlich stated that there will be some budget constraints that the committee needs to be aware of.

School Job Program: Mayor Garlich stated that he received a telephone call about a grant program that the school is looking at. It would be a program to prepare the high school students for the work force. This will be partnered with the apprentice program. Mayor Garlich would like to work on this task and the economic development position. Mayor Garlich stated he has a meeting next week with the school. Discussion will be held about the program.

Utility Poles on High Street: Mr. Dietrich stated that he looked at the utility poles on West High Street. He is not sure if there is any electric on those poles. Discussion was held. The Village needs to contact FirstEnergy and schedule a meeting with a representative to see if the utility poles are needed. Mr. Dietrich stated that is would eliminate an eye sore. Ms. Breyley stated that the utility poles are used to hold the Village's signs.

GENERAL DISCUSSION

The committee opened the meeting to general discussion on projects and development projects. Mayor Garlich stated that Sperry Lane, behind Heritage Square looks great. It was a nice improvement.

NEW BUSINESS

Ordinance Creating Director of Economic Development Position: The committee reviewed the ordinance provided by Mr. Weir. Lengthy discussion was held. It was the consensus of the committee to present the ordinance at the November council meeting.

ADJOURNMENT

Mayor Garlich moved, Mr. Wiech seconded to adjourn the meeting at 8:30 p.m.; motion CARRIED.

PENDING

- Village Entrances
- Port Authority
- Market Analysis
- Storm water
- Property Maintenance
- Airport
- Job Incentives
- Apprentice Program
- W. High Street Retail Area
- Development Projects

DRAFT