



Elm Street Project – The City received a \$500,000 grant from the State for pedestrian improvements on North Buhl Farm Drive. Sidewalks will be installed on the west side of North Buhl Farm Drive from Highland Road to East State Street. Intersection improvements will also be done at North Buhl Farm Drive and Hazen Road. The project is scheduled to go out to bid soon so the funding can be spent before the 2011 deadline.

Athletic Field Complex Project – The project is 98% complete. All the site work and infrastructure is complete. Two softball fields should be ready by the spring. A flat field has also been installed.

DVD Project – The City is still working on updating the marketing DVD. A meeting will be held with Dale Rongaus on August 26<sup>th</sup>. They are going to review new ideas for the revised DVD and hope to have a new product by the end of the year.

**B. Community & Economic Development and RLF Reports – June**

The Revolving Loan Fund Repayment Reports were reviewed for June. All payments were current. For June the RLF program balance was \$197,356.58. Total available for loans based on projected repayments through the end of the year was \$254,995.94. The Landscape and Façade Improvement program balance was \$77,265.53. The total available for loans based on projected repayments through the end of the year was \$92,368.08.

Meg Grober moved to accept the RLF reports. George Kraynak seconded the motion. All members approved.

**C. Training & Workforce Development Center Management Fund**

A quarterly update on the Training and Workforce Development Building was provided to the HCEDC. It was reported that the City is covering all of its operating expenses. The financial activity report showed a balance of \$21,957.43. Paul Young reported that they have had a least a dozen users of the building.

**D. Technology Center of Excellence / Incubator & Green Skills Learning Laboratory Project**

- **Project Activity**
- **LindenPointe Incubator Update**

Gary Gulla provided the following update on the status of the Technology Center of Excellence and LindenPointe Incubator Projects:

1. Review of the Technology Center of Excellence / Incubator & Green Skills Learning Laboratory – Project Construction Activity (Bid Opening, Notice-To-Proceed, Construction Status) – Bids were opened in May. Notices to proceed have been awarded to Rien Construction (General Construction), Renick Brothers (Plumbing), Rabe Environmental (HVAC), and R. E. Yates (Electrical). Shop drawings and submittals are being approved at this time. Two job meetings have been held and the foundations are scheduled to be installed this month. The project has been moving extremely well to this point.
2. Review of Timeline 2005 - 2010 (Conceptual Design & Feasibility Report, funding process, project schedule)

3. Incubator site visitations and networking (“Reconnaissance”):
  - Erie Technology Incubator (July 13, 2010)
  - Gannon SBDC @ PNDC Board Meeting (July 14, 2010)
  - Youngstown Business Incubator (YBI) (August 5, 2010)
  - The Technology Collaborative (TTC) (T/B/D)
  
4. Various tasks and challenges for the staff and HCEDC to address include, but are not limited to:
  - A. Community Based Support (“Buy-In”)
  - B. Develop a Regional “Technology Task Force”
  - C. Develop a Task Force Entry Form (expression of interest & commitment)
  - D. National Business Incubation Association (NBIA)
  - E. Explore the Tech Center Working / Oversight Board Options
  - F. Develop a Tech Center Incubator “Mission Statement”
  - G. Develop an “Entrepreneur Marketing Strategy”
  - H. Develop a Website
  - I. Develop Entrepreneur Assistance Programs
  - J. Develop a Facility & Program Operating Budget
  - K. Identify Operating Funding Sources
  - L. Develop an Incubator Application
  - M. Develop the Admissions Process (Guidelines for Admittance)
  - N. Draft a Design Center Start-Up Agreement (Lease) – Milestones & Expectations
  - O. Establish the Protocol for Affiliate Clients (v. Incubator Residents)
  - P. Establish the Business Mentor / Advisory Team Pool

The HCEDC will be engaged in the development of the Tech Center Business Model and Operation and Management Plan. The HCEDC will evaluate and make recommendations to the Board of Commissioners on these matters.

### **III. OTHER BUSINESS**

No other business was discussed.

The meeting adjourned at 8:38 a.m.

Respectfully Submitted,

Amy Gargiulo  
Recording Secretary

Draft as of 8/16/10  
Pending Approval 9/2/10