



Fairport Industrial Development Agency Board of Directors Meeting

August 21, 2023
MINUTES

Board Members present:

H. Kevin Clark, Chair
Donna Stefano, Secretary/Treasurer
Rob Genthner
Jennifer Townsend
Excused: Leslie White, Vice Chair

Staff Present:

Martha Malone, Executive Director

Others Present:

Edmund J. Russell III, Counsel
Peter Vars, BME
Andy Spencer, BME
David Kruse, Passero

I. Call to Order

The regular meeting of the Fairport IDA Board of Directors was called to order by Chair Kevin Clark at 4:30pm. A quorum of Board members was present.

II. Public Comment – None

III. Approval of Minutes

A **MOTION** to approve the April 13, 2022 minutes was made by Rob Genthner, seconded by Donna Stefano and passed unanimously with Jennifer Townsend abstaining. A **MOTION** to approve the June 19, 2023 minutes was made by Jennifer Townsend, seconded by Donna Stefano and passed unanimously.

IV. Financial Reports

- a. Resolution 2023- 08 Having reviewed the bills, A **MOTION** to authorize payment of bills was made by Donna Stefano, seconded by Rob Genthner, and passed unanimously. Executive Director noted first payment under the Photography contract was made.
- b. Cash Balances were reviewed and accepted.
- c. Investment Report was reviewed and accepted.
- d. Financial Statements were reviewed and accepted.

V. Old Business

- a. North Main Street Parking Lot – Peter Vars of BME updated the board on the status of the proposed parking lot expansion. He expects to complete the design documents and go out to bid after the Labor Day Holiday, with an award date of October 1, 2023. An estimate for lighting has been requested from FMC, and a full project estimate will be available for the September meeting. There was discussion regarding the possibility of delaying until Spring 2024 should bids be significantly out of line with estimates. A **Motion** to authorize the Executive Director to execute the contract with BME for Contract Documents and Construction Administration was made by Rob Genthner, seconded by Jennifer Townsend and passed unanimously. Andy Spencer of BME updated the board on the proposed Thomas Creek trail. A stone dust trail, with opportunities for seating near the creek, removal of invasive species, informational signage, selective clearing and native plantings were discussed. ADA Accessibility will be emphasized throughout the project. Rob Genthner expressed concerns with the stone dust getting in to Thomas Creek from the lookout/stream access area. Mr. Spencer also addressed Mr. Genthner’s questions about the function/appearance of the stormwater collection areas. Donna Stefano offered comments noting that the trail will add to the perception of safety for the parking lot. Chair Clark recommended that the trail work be bid separately from the paving work. Mr. Vars felt it was a better approach to obtaining a better pool of bidders as well, and recommended that if staged, the parking lot project would be undertaken first. Upon inquiry by the Chair, Mr. Spencer noted that plant material selection/availability would be better in the Spring. Mr. Vars noted that the scale of the trail project could likely be handled by a competent landscaping company. Executive Director expressed her strong opinion that the landscaping be scaled back to the abilities of the DPW to maintain it with a mower/weed whacker.
- b. Parking and Mobility Study - David Kruse recapped the work conducted as part of the Parking and Mobility Study, including a successful public engagement component that garnered 109 unique participants. Comments included concerns about the volume and speed of traffic when crossing Main Street. There was discussion regarding the actual walking experience for residents that want to walk to The Cannery, and the abundance of crosswalks south of the railroad track and their scarcity north of the railroad tracks. It was noted that this data can be shared widely and feed into the Village Streetscape project for example. A meeting with CPL, the Village’s

engineer for that project, is set for later in the week. Mr. Kruse reviewed the traffic and pedestrian counts which were taken on a Friday and Saturday, 4pm-6pm which is the DOT standard for Peak Hours. It was noted that based on the counts, people that are parked in the IDA lot are comfortable using the crosswalk at High Street, however that may change when 75 North Main is fully occupied. The Board asked Mr. Kruse to obtain additional counts on a Thursday and Friday 7pm-9pm to reflect the busiest times at that location, and to do a parking count. Donna Stefano inquired about the parking waiver issued for The Cannery, noting that original use was office space where the pickleball club is now proposed. Mr. Vars, who represented The Cannery at that time reviewed the process, noting that The Cannery has only been before the Planning Board since that time for façade changes. Mr. Vars emphasized that the proposed parking lot expansion, and the incremental spaces are meant to address the current significant parking deficit. Donna Stefano emphasized that the role of the IDA is to support the investments that have been made to date. There was a brief discussion of handicap parking requirements and included an option to add additional handicap parking above the requirement in the lot on the west side of Main Street to serve the customers of The Cannery. The additional parking counts are scheduled prior to the next board meeting, therefore A **Motion** to authorize the Executive Director to execute a contract with Passero Associates to provide the requested services, provided the proposal is circulated to the Board, and that no objection is raised, was made by Donna Stefano, seconded by Rob Genthner and passed unanimously.

- c. Website Update – The website is live. Rob Genthner offered comments on the mobile version that will be shared back to the developers. Social media followers are growing. Next email Newsletter is scheduled for next Monday.

VI. **New Business**

- a. Property Use Request –A Request by the organizers of the Steel Rail Festival to utilize the North Main Parking lot (east side of Main Street) for the 2024 festival on Saturday July 20, 2024 from 9am -10pm was denied as it would remove all public parking north of the railroad tracks.

- b. Placer.AI – Executive Director shared a brief overview of economic development data available from Placer.AI a location analytics company that collects geolocation data from mobile devices in an anonymized fashion. The product is currently used by Livingston County IDA in their economic analysis. She reviewed an example report for the Fairport Village Landing shopping plaza which documents that visits to the plaza are up 15% over pre-covid visits, to 715,000 annually, and following our PILOT incentives to upgrade the plaza and attract new tenants.

VII. **Adjourn**

A **MOTION** to adjourn at 6:10pm was made by Jennifer Townsend, seconded by Donna Stefano, and passed unanimously.

Next Meeting- September 18, 2023

