



COUNTY OF MONROE INDUSTRIAL DEVELOPMENT AGENCY

**AGENDA – AGENCY ANNUAL MEETING OF MARCH 20, 2012
EBENEZER WATTS CONFERENCE CENTER– 12:00 NOON**

1. Call meeting to order
2. Pledge of Allegiance
3. Welcome New Board Member, C. Campbell and County Liaison R. Yolevich
4. Annual Report
5. Public Comments
6. Loewke Brill Report

Applications:

**King Road Properties, LLC (Lease/Leaseback with JobsPlus)
244 Lake Avenue
Rochester, New York 14608**

**Tenant/Address: BVR Construction Company, Inc.
8 King Road
Rochester, New York 14608**

The applicant is proposing to develop an 86 acre parcel located at 8 King Road in the Town of Chili and construct an 11,000 square foot facility to house BVR Construction Company (BVR). BVR is a contractor specializing in concrete, steel, bridge and tunnel work. The \$1.3 million project will allow BVR to expand its existing 8 FTE to 12. The applicant seeks approval of the JobsPlus property tax abatement. The JobsPlus job creation requirement is 1 FTE.

**4320 West Ridge Road, LLC & (Lease/Leaseback with JobsPlus)
4110 West Ridge Road, LLC
1950 Brighton Henrietta TL Road
Rochester, New York 14623**

**Project Address: 4320 West Ridge Road & 4110 West Ridge Road
Rochester, New York 14626**

The applicant is proposing to develop a 445,000 square foot shopping center on West Ridge Road in the Town of Greece. The project will be located on 78 acres of vacant land on the North side of West Ridge Road, just West of Elmgrove Road. The shopping center will have the flexibility to allow for a variety of anchor stores along with a combination of specialty retail, restaurants and professional space. The \$51,600,000 project is projected to create 300 new FTE within three years. The applicant seeks approval of the JobsPlus property tax abatement. The JobsPlus job creation requirement is 50 FTE. The Town of Greece is supportive of this project and has requested assistance for this applicant.

**Plymouth Terrace, LLC
1001 Lexington Avenue
Rochester, New York 14606**

(Lease/Leaseback with JobsPlus)

**Project Address: 116 West Main Street
Rochester, New York 14614**

Plymouth Terrace, LLC proposes to construct a 20,000 square foot office/retail facility at the corner of Main Street and Plymouth Avenue in the City of Rochester. An initial tenant will be the US Postal Service, with several others close to committing. The cost of the facility is \$2.4 million. In 2010, COMIDA approved Plymouth Terrace to develop 24 attached row houses on the same 1.5 acre parcel. The project is the result of a 2009 RFP from the City of Rochester to redevelop the parcel in the Center City District which operated as a municipal parking lot.

**Flats, LLC/Christenson Corporation
12 S. Sixth Street – Suite 715
Minneapolis, MN 55402**

(Lease/Leaseback with JobsPlus)

**Project Address: 1500 S. Plymouth Avenue
Rochester, New York 14611**

The applicant is proposing to develop a mixed use project consisting of two buildings. Building one will be an 80,000 +/-square foot facility. Floors 2-11 will be for University of Rochester student housing. The first floor will house the 3,500 square foot UR Scull boat house with access to the river and a 5,300 square foot retail commercial space. A second 3,600 square foot facility will be constructed for the Visions Credit Union. The \$19 million project is projected to create 35 new jobs. The project being constructed by a private developer will keep the project on the tax rolls. The City of Rochester is supportive of the project and has recommended a Special PILOT to encourage the development.

**Rochester Equity Partners, Inc.
69 Cascade Drive – Suite 202
Rochester, New York 14614**

(EquiPlus)

**Project/Tenant Address: Web Title Agency
69 Cascade Drive – Suite 202
Rochester, New York 14614**

Web Title Agency (Web), established in 2006, is the largest locally owned and operated real estate title search and title insurance company in Western NY. Web currently leases space in the Knowlton Building in the City's Cascade District and is proposing to invest \$133,270 for software upgrades that will include accounting software, an electronic folder system and SMS storage vault. Web currently employs 117 FTE and expects to hire another 2 FTE within the next year. Web has been approved for the GreatRate program through Monroe County Industrial Development Corporation and is seeking approval of the EquiPlus program.

**Continental Service Group, Inc. dba ConServe (EquiPlus)
200 CrossKeys Office Park
Fairport, New York 14450**

Continental Services Group, Inc. dba ConServe provides collection services for various market segments, specifically, US Department of Education, loan guarantee agencies, several colleges and universities. ConServe was recently awarded a contract with Financial

Management Service (FMS), a bureau of the United States Department of the Treasury. FMS operates the federal government's collection and deposit systems. To accommodate this and other potential contracts, ConServe is expanding and reconfiguring existing space. The company is purchasing equipment at a cost of \$480,000 to include servers, computers and software. The cost of the project is \$750,000. ConServe employs 306 FTE in Monroe County and expects to create 40 FTE over the next year. The company has been approved for the GreatRate program through Monroe County Industrial Development Corporation and is seeking approval of the EquiPlus program.

7. Approval of Minutes – Agency meeting February 21, 2012
8. Chair Mazzullo – Discussion Items
9. Executive Director Seil – Discussion Items
 - Mission Statement and Performance Measures
 - Officer Nominations
 - Theresa Mazzullo – Chair
 - Steve Moore – Vice Chair
 - Hank Stuart - Secretary
 - Ann Burr – Treasurer
 - Rosalind Gerbracht– Asst. Treasurer
 - Re-Adopt Governance Committee Charter
 - Reappoint Governance Committee
 - Hank Stuart - **Chair**
 - Clint Campbell
 - Theresa Mazzullo
 - Re-Adopt Audit Committee Charter-
 - Reappoint Audit Committee
 - Ann Burr – **Chair**
 - Rosalind Gerbracht
 - Stephen Moore
 - Re-Adopt PILOT Compliance Review Policy
 - Reappoint PILOT Review Committee
 - Theresa Mazzullo- **Chair**
 - Rosalind Gerbracht
 - Hank Stuart
 - Re-Adopt Finance Committee Charter
 - Reappoint Finance Committee
 - Stephen Moore – **Chair**
 - Rosalind Gerbracht
 - Ann Burr

10. Governance Committee Report – Theresa Mazzullo

- Governance Committee Meeting of March 7, 2012
- Board Evaluation Summary
- Approve/Re-adopt Bylaws & Policies
 1. Mission Statement and Performance Measures
 2. Bylaws
 3. Code of Ethics
Ethics Officer – **Steve Moore**
 4. Compensation, Reimbursement and Attendance Policy
 5. Defense and Indemnification Policy
 6. Policy for Tracking Inventory and Disposal of Assets
Contracting Officer – **Judy Seil**
 7. Extension of Credit
 8. Internal Controls and Financial Accountability
Internal Control Officer – **Steve Moore**
 9. Investment and Deposit Policy
 10. Procurement Policy
 11. Travel Policy
 12. Whistleblower Policy
 13. Public Comment Period Rules of Procedure
 14. Freedom of Information Law Policy
 15. Uniform Tax Exemption Policy

11. Audit Review – Randy Shepard, Bonadio Group

12. Legal Counsel Townsend Discussion Items

Miscellaneous:

Boundary Fence of Rochester, LLC - Merger of Boundary Fence of Rochester into Boundary Downstate

Terminations:

Monroe Village Associates – Tractor Supply
Mercury Print - 975 Ridgeway Ave.

The next meeting of the Agency will be held on **Tuesday, April 17, 2012**

Adjournment: