

## JULY ECONOMIC DEVELOPMENT REPORT 2016

### PROPOSED EDC PROGRAMS TO BE DISCUSSED BY BOARD OF TRUSTEES

1. Establishment of Village of Kinderhook Facebook page.
2. Scheduling of Contest to Name Upstairs of Village Hall.

### PROMOTION

1. Continued working with Peter Blandori on revisions to Walking Tour Brochure. Consulted with Ruth Piwonka and David Palmquist (re: history of St. Paul's Church) on historic details and final revisions for Walking Tour Brochure.
2. Walking Tour Brochure revisions completed. Currently at the printer for reprinting. Awaiting proofs.
3. Organized and distributed promotional pieces for Summer in the Square – posters, online, email blasts, Facebook.
4. Provided press release to The Columbia Paper and Columbia County Chamber of Commerce for Summer in the Square.
5. Composed and posted Summer in the Square on IMBY.com.

### EVENTS

1. Worked on planning for Summer in the Square, August 6<sup>th</sup>. Worked collaboratively with Carrie Walsh of Eat. Sip. Smile on planning, organizing, and recruiting participants.
2. Worked on obtaining volunteers for various needs during Summer in the Square.
3. Solicited appropriate documentation from participants in Summer in the Square, such as NYS liquor permits and certificates of liability insurance, and liasoned with insurance agencies for participants and Metzwood Harder re: certificates of liability insurance.
4. Arranged for LED street-closure signage on Hudson St. from Town of Kinderhook for Summer in the Square.
5. Liaisoned with DPW for arrangements in Village Square for Summer in the Square.
6. Organized and participated in set up for event and take down.
7. Worked with graphic designer on posters, Facebook graphic, and online graphics for Summer in the Square.

## COMMUNITY/BUSINESS OUTREACH

1. Contacted property owners in B-1 district re: NYS Main Street Grant and discussed program.
2. Worked with interested property owners re: Main Street Grant in development of their proposals.
3. Liaisoned with in-coming business: Maple Hill Creamery.
4. Attended Planning Board Meetings and spoke in favor of Maple Hill Creamery's move into Kinderhook, 5 Hudson Street.
5. Solicited information from Dyad and The Flammerie to write online posts and press releases re: evolution of those businesses.
6. Continued to keep informed about developments re: Persons of Color Cemetery and offered assistance when appropriate.
7. Continued outreach to local nonprofits re: use of upstairs of Village Hall – while awaiting information on repairs.
8. Following receipt of email requesting information about successful economic development strategies employed in Kinderhook from a resident of Accord, New York, scheduled a meeting here in the village to share Kinderhook's approach to economic development strategies.

## RESEARCH AND LIAISON FOR GRANTS

### NYS MAIN STREET GRANT APPLICATION - New York State Office of Community Renewal

1. Worked collaboratively with Mayor Dunham and former Mayor Carol Weaver on researching and obtaining information for completion of Grant application. Grant application: \$200,000.
2. Met with Nicole Allen of Laberge Group along with Mayor Dunham and former Mayor Weaver re: consulting on NYS Main Street grant.
3. Worked collaboratively with Nicole Heeder and Carol Vandenburg gathering data for NYS Main Street grant.
4. Provided support to interested property owners re: information for Main Street Grant.
5. B-1 property owners who provided letters of commitment for possible Main Street grants: PCJ Development, Columbia County Historical Society, Carol Knaus, Anderson Agency.
6. Solicited information and clarifications in conversations and emails with Crystal Loffler and other employees in the Office of Community Renewal.
7. Solicited support and received information from Sally Baker of Philmont Beautification re: Administrative Plan for NYS Main Street.
8. Worked on information gathering, filling out, composing narratives, and overall completion of NYS Main Street Grant.

9. Liaisoned with Nicole Allen via email and phone, along with Dunham and Weaver, for her support and expertise re: completion of grant application.
10. Composed letters soliciting support from government officials based on samples from Laberge.
11. Solicited and received letters of support from Mayor James Dunham, Representative Gibson, Representative Kathleen Marchione, Assemblyman MacCaughlin, Gary Spielman of Kinderhook Memorial Library, Senator Gillibrand, Columbia County Chamber of Commerce, Columbia County Economic Development Corporation, Kinderhook Business and Professional Association, Kinderhook Historic Preservation Commission, Columbia County Board of Supervisors.
12. Worked with Mayor Dunham, Mayor Weaver, and Nicole Allen re: budget for NYS Main Street grant request.
13. Researched and obtained estimates for developing Streetscape Enhancement grant budget as part of Main Street grant application. Streetscape Enhancement: \$15,000.
14. Composed draft for Streetscape proposal, including design statement, and worked with Mayor Dunham, Mayor Weaver re: Streetscape Enhancement final document and budget.
15. NYS Main Street Grant application successfully submitted July 28, 2016.

#### NYS LIGHTING STUDY GRANT - New York State Office of Parks and Recreation – Historic Preservation

1. Collaborated with Mayor Dunham and resident volunteer Liz Martin re: preparation of project scope in order to solicit bids from lighting engineers for the project.
2. Received official letter announcing grant award.
3. Liaisoned with Dan McEneny of Office of Parks and Recreation re: next steps for lighting study grant.
4. Worked collaboratively with Mayor Dunham, Nicole Heeder, and Carol Vandenberg re: Kinderhook registering for NYS Grants Gateway – a requirement for receipt of Office of Parks and Recreation Historic Preservation Division award.
5. Composed project scope based on Liz Martin's draft document.
6. Letters asking for proposals from two lighting engineers to be sent out week of August 10.