

Economic Development Authority Meeting of the City of Winchester, Virginia

Meeting Minutes

DATE: February 27, 2018
TIME: 8 a.m.
LOCATION: Elizabeth A. Minor Council Chambers, City Hall

MEMBERS:	<u>Present</u>	<u>Absent</u>
William Buettin	<u>X</u>	_____
Douglas R. Toan	<u>X</u>	_____
Lauri M. Bridgeforth	<u>X</u>	_____
Jeffery B. Buettner	_____	<u>X</u>
Carol Koenecke-Grant	<u>X</u>	_____
Tim Painter	<u>X</u>	_____
Cary Craig	<u>X</u>	_____

ALSO ATTENDING: Shawn Hershberger, Executive Director, Eden Freeman, City Manager, Amy Simmons, Communications Director, Shirley Dodson, Business and Workforce Development Coordinator.

SUBJECT: **Call to Order and Determination of Quorum**

HIGHLIGHTS: Chairman Buettin called the meeting to order at 8:00 a.m., at which time it was determined that a quorum was present. Chairman Buettin introduced the newest member to the board, Mr. Cary Craig, and the board went around and introduced themselves and what roles they serve on the board.

SUBJECT: **Review and Approval of Meeting Minutes of January 16, 2018.**

HIGHLIGHTS: The minutes of the Meeting held on January 16, 2018 were unanimously approved upon motion duly made by Mr. Toan and seconded by Mrs. Bridgeforth.

SUBJECT: **Review and Approval of Financial Report for the Period Ended January, 31, 2018.**

HIGHLIGHTS: Mr. Toan asked if we should list our real estate properties. Shirley Dodson is speaking with the City Accountants to see if that would be possible. Mr. Toan asked what "Investment in Piccadilly Street Investments LLC" was. Shirley Dodson said that total included "the Creamery property \$1,650,000,

204-214 E. Piccadilly for \$521,784.57, and for McCarthy Akers 204-214 Escrow Payment of \$2,500. Winchester Brew works received two grants last month, Retail Mix Enhancement Grant and the Exterior Improvement Grant.

SUBJECT: Executive Director Report

HIGHLIGHTS: Update to Economic Development Strategic Plan: Mr. Hershberger reported that Avalanche Consulting presented the Steering Committee with a draft Strategic Plan on February 22nd. He said he will not ask the board to vote on the draft plan as presented today but will instead have the board vote on the plan at the next monthly meeting. It is an ambitious plan. It looks at economic development in the city of Winchester in a holistic way with making community partnerships, not just recruitment and product development. It will be posted online as well. We will be planning in the next couple of months a board retreat to go over the action plan for the next year, as well as, the operating budget for the next year. Mrs. Koenecke-Grant asked what the budget will look like to implement all of the strategy recommendations recognized in the plan and Mr. Hershberger responded that “it is a three to five year plan that will be constantly amended”. The action items will be built to fit in with the EDA’s operating budget of \$350,000. There are surveys going out, so the consultants will still be receiving more input in the next couple of weeks.

Introduction of George Hoddinott: Unable to introduce George as he was out of work on the day of the meeting but he will be at the EDA’s next regularly scheduled meeting.

Introduction of Shenandoah University Students: Masters students from SU were present at the meeting to learn about how government meetings are held. Chairman Buettin asked if they had any questions that they would like addressed. The students asked what the Board members roles are.

SUBJECT: Closed Meeting

HIGHLIGHTS: Upon Motion duly made by Mrs. Koenecke-Grant, seconded by Mr. Craig the Authority unanimously RESOLVED to go into a closed meeting pursuant to Section 2.2-3711 (C) (A) (3) for the discussion and consideration of the acquisition of real property for a public

purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the Authority.

SUBJECT: Return to Open Meeting

HIGHLIGHTS: At the conclusion of the closed meeting concerning the discussion and consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the Authority, the following Resolution would unanimously adopted upon roll call vote as set forth below:

WHEREAS, the Economic Development Authority of the City of Winchester, Virginia has concluded its “closed meeting” at a meeting held on February 27, 2018 and desires return to an “open meeting”; and

WHEREAS, the adoption of this Resolution is intended to serve as the “Certificate” described in Section 2.2-3712 (D) of the Code of Virginia (1950, as amended)

NOW THEREFORE, BE IT RESOLVED that the Economic Development Authority of the City of Winchester, Virginia does hereby reconvene in an “open meeting” at its meeting held on February 27, 2018; and

BE IT FURTHER RESOLVED that each and every Member of said Authority who votes in the affirmative for this Resolution does thereby certify to the best of each Member’s knowledge that only public business matters lawfully exempted from open meeting requirements of the Virginia Freedom of Information were heard, discussed or considered during the closed meeting, and that only such public business matters as were identified in the Motion which convened the closed meeting were heard, discussed or considered during the course of said closed meeting by the Authority:

<u>Roll Call</u>	<u>Vote</u>
Tim Painter	Aye
William Buettin	Aye
Cary Craig	Aye
Lauri Bridgeforth	Aye
Carol Koenecke-Grant	Aye
Doug Toan	Aye

SUBJECT: Acquisition of 202 E. Piccadilly, and 204 and 206 N. Kent Street.

HIGHLIGHTS: Upon motion duly made by Mr. Painter and seconded by Mr. Toan it was unanimously approved that the Economic Development Authority of the City of Winchester will take action to acquire 202 E. Piccadilly, 204, and 206 N. Kent Street.

SUBJECT: Enter into an MOU with Providence Capital Partners LLC

HIGHLIGHTS: Upon motion duly made by Mr. Painter and seconded by Mrs. Bridgeforth it was unanimously approved that the Economic Development Authority of the City of Winchester enter into a MOU with Providence Capital Partners LLC for the purpose of redevelopment of the properties that were just approved, as well as, the properties already purchased on Piccadilly Street, the former Polly's Cab Site.

SUBJECT: New Business

HIGHLIGHTS: No New Business to Report.

SUBJECT: Old and Other Business

HIGHLIGHTS: Scope of Legal Services: Mr. Hershberger reported that four LOIs were received for providing the EDA's permanent legal services from Nate Adams, Matthew Akers, David Andre, and Thomas Lawson. Nate Adams will provide the EDA with interim legal services for 60 days with a 60 day potential extension period. The decision will be discussed at the March meeting. We are still covered by Nate Adams.

SUBJECT: Next Meeting

HIGHLIGHTS: The next regular meeting of the Authority is scheduled for March 20, 2018 and shall be held in Elizabeth A. Minor Council Chambers.

ADJOURNMENT: There being nothing further, the meeting was adjourned upon motion duly made by Mrs. Bridgeforth and seconded by Mrs. Koenecke-Grant.

Minutes respectfully submitted by:

Shirley Dodson, Business & Workforce Development Coordinator