

Economic Development Authority of the City of Winchester, Virginia

Meeting Minutes

DATE: March 15, 2016
TIME: 8:00 a.m.
LOCATION: Rouss City Hall Council Chambers

MEMBERS:	<u>Present</u>	<u>Absent</u>
Ronald Mislowsky	<u> X </u>	<u> </u>
J. P. Carr	<u> X </u>	<u> </u>
Suzanne Conrad	<u> X </u>	<u> </u>
William Buettin	<u> X </u>	<u> </u>
Douglas R. Toan	<u> X </u>	<u> </u>
Lauri M. Bridgeforth	<u> X </u>	<u> </u>
Jeffrey B. Buettner	<u> X </u>	<u> </u>

ALSO ATTENDING: Michael L. Bryan, Counsel, Kimberly Murray, Executive Redevelopment Director, Shirley Dodson, Economic Development Assistant and Eden Freeman, City Manager

PRESIDING: Ronald Mislowsky, Chairman

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

HIGHLIGHTS: Chairman Mislowsky called the meeting to order at 8:00 a.m., at which time it was determined that a quorum was present.

SUBJECT: **Review and Approval of Minutes of February 23, 2016**

HIGHLIGHTS: The Minutes of the Authority meeting held on February 23, 2016 were submitted for consideration by the Authority and were unanimously approved upon motion duly made by Mr. Buettin, seconded by Mrs. Conrad.

SUBJECT: **Review and Approval of Financial Report for the Period Ended February 29, 2016**

HIGHLIGHTS: Total Assets as of February 29, 2016 was \$4,551,044.32. Upon motion by Mrs. Conrad, seconded by Mr. Toan, the Financial Report for the period ended February 29, 2016 was unanimously approved. A copy of the Financial Report is attached to these minutes and made a part hereof.

SUBJECT: **Closed Meeting**

HIGHLIGHTS: Upon Motion duly made by Mrs. Conrad, seconded by Mr. Toan, the Authority unanimously RESOLVED to go into a closed meeting pursuant to Section 2.2-3711(A)(7) of the Code of Virginia (1950, as amended) for consultation with legal counsel, employed or retained by the Authority regarding specific legal matters requiring the provision of legal advice by such counsel, and 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 consultation with legal counsel, employed or retained by the Authority regarding specific legal matters requiring the provision of legal advice by such counsel and 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, the following Resolution was 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 March 15, 2016, 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 March 15, 2016; 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 Act were heard, discussed or considered during the closed meeting, and that only such public business matters as were identified in the Motions 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>
Ronald Mislowksy	Aye
J. P. Carr	Aye*
Suzanne Conrad	Aye
William Buettin	Aye
Douglas R. Toan	Aye
Lauri M. Bridgeforth	Aye
Jeffrey B. Buettner	Aye

*Director Carr departed during the Closing Meeting at 8:27 a.m. and returned at 8:40 a.m. Director Carr did not vote as to matters that were discussed in his absence during that portion of the Closed Meeting.

SUBJECT: Executive Redevelopment Director's Report

HIGHLIGHTS: The Economic Redevelopment Director reports as follows:

- The Economic Redevelopment Director reported on status of the Revolving Loan Program.
- The Economic Redevelopment Director has received the draft FY2014 Report and Financial Statement and associated documents from the Authority's Auditor. These documents will be reviewed and finalized.
- The Economic Redevelopment Director reported that after several months of discussion, the amount of outstanding administrative fees owed by Westminster-Canterbury to the Authority for the period June 2014 through December 31, 2015 has been resolved. The amount of administrative fees due to the Authority is \$61,419.00. Payment should be received next week. According to an Agreement previously reached with the County of Frederick, Virginia, 61% of the administrative fees are allocated to the Economic Development Authority of the City of Winchester, Virginia and 29% of the administrative fees are allocated to the Economic Development Authority of the County of Frederick, Virginia, since the Westminster-Canterbury facility is located in both jurisdictions.
- The Economic Redevelopment Director met with Work Force Solutions of Lord Fairfax Community College to discuss the three main work force programs and how as partners they can assist the Authority in its efforts to implement a retention and expansion program. There are several opportunities for the Authority to get involved and the Authority will invite the representatives of Work

Force Solutions to attend a future Authority meeting in support of Goal One of the City's Strategic Plan to Encourage Sustainable Economic Growth and Partnerships through Business and Work Force Development.

- The Economic Redevelopment Director attended a two day International Economic Development Council ("IEDC") training session on Business Retention and Expansion in Baltimore to complete the required training courses to sit for the Certified Economic Developer's Exam ("CEcD") on April 2, 2016.
- The Economic Redevelopment Director attended the monthly Business and Education Summit meeting in preparation for the Summit on April 20, 2016 at Lord Fairfax Community College. The Authority has contributed \$2,000.00 toward sponsoring the event.
- The Economic Redevelopment Director reminded the Authority Directors of the upcoming Small Business Networking Event promoting the Enterprise Zone Program be held on April 13, 2016 at the Bright Box located on the Loudoun Street Mall. All Directors are invited to attend.

SUBJECT: Next Meeting

HIGHLIGHTS: The next meeting of the Authority is scheduled for April 19, 2016. Such meeting shall convene at 8:00 a.m. and shall be held in Common Council Chambers.

ADJOURNMENT: There being nothing further, the meeting was adjourned.

Respectfully submitted by:

Michael L. Bryan, Secretary

MLB/pmn
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