

Economic Development Authority Meeting of the City of Winchester, Virginia

Meeting Minutes

DATE: April 17, 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, Amy Simmons, Communications Director, George Hoddinott, Business and Workforce Development 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.

SUBJECT: **Review and Approval of Meeting Minutes of February 27, 2018 and March 7, 2018.**

HIGHLIGHTS: The minutes of the Meeting held on February 27, 2018 were unanimously approved upon motion duly made by Mr. Toan and seconded by Mr. Painter.

The minutes of the meeting held on March 7, 2018 were unanimously approved upon motion duly made by Mr. Painter and seconded by Mr. Toan.

SUBJECT: **Review and Approval of Financial Report for the Period Ended February 28, 2018 and March 31, 2018.**

HIGHLIGHTS: Shirley Dodson, Business & Workforce Development Coordinator, reported that on the February Reconciliation report the board will start to see the Creamery Building (21 S. Kent) rent checks coming in, as well as, the utility payments for the properties that have been acquired the last couple of months. These payments include

checks to Washington Gas, Shenandoah Valley Electric, and to the City of Winchester Utilities Department for water.

There was also a returned check from World of Healens who has a commercial façade loan. The issue was apparently related to the business owner's bank account.

Ms. Dodson reported that we will probably have one more payment due to Avalanche Consulting for our Economic Development Strategic Plan.

For the month of March we purchased a new addition to our JobsEQ software called RTI which is to measure real time job postings available in the city. The RTI tool tracks which jobs are posted, where they are located, and which hard and soft skills are required for the job. We also had a sign language interpreter on the March reconciliation report because there was a business meeting with someone who required translation services.

Chairman Buettin asked about the large electric bill that was noted for 21 S. Kent. Ms. Dodson replied that all of the offices in the Creamery are hooked up to one meter and since we do not own the property any longer we should not have to pay the April bill. That account will be transferred to the City.

The financial report for the period ending March 31, 2018 and for the period ending February 28, 2018 were unanimously approved upon motion duly made by Mrs. Bridgeforth and seconded by Mr. Toan.

SUBJECT: Executive Director Report

HIGHLIGHTS: Executive Pulse- Shawn Hershberger reported that the Development Services team is in the process of gaining access to a business retention and expansion tool called Executive Pulse. This is a website and mobile friendly app. that allows staff members to track projects, business meetings, and other prospect visits. It is about the same annual cost as the tool we are currently using, EcoDev Tracker, and it will be more effective. The initial start-up cost will be coming out of the City of Winchester's budget.

Business at the Bloom-We have four tickets available to the Apple Blossom Business at the Bloom event which will be held on May 2nd at the SU Athletic Center. Mr. Hershberger reported that anyone interested in attending should let him know.

CPACE Program- Commercial Properties Assessed Clean Energy Program for localities. Buildings can get financing for energy efficient upgrades. We have been waiting for Alexandria to start the pilot program for the state of Virginia.

Strategic Plan Update- The final draft was presented to the Board. Mr. Hershberger reported that ideally this would be accepted by the EDA Board and recommended to Council for their adoption. Mr. Toan asked if Mr. Hershberger was pleased with the performance of the Strategic Planners. Mr. Hershberger said he absolutely was satisfied with the work from Avalanche. He noted the engaging nature of the team and how they delivered the product we were expecting. One item specifically mentioned is getting a full BRE (Business retention and expansion) program started within the city.

The Economic Development Strategic Plan was accepted as it was presented upon motion duly made by Mr. Buettner and seconded by Mr. Toan. Mrs. Koenecke-Grant voted against the approval of the plan.

SUBJECT: Closed Meeting

HIGHLIGHTS: Upon Motion duly made by Mrs. Bridgeforth, seconded by Mr. Buettner 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 April 17, 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 April 17, 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
Jeff Buettner	Aye

SUBJECT: New Business

HIGHLIGHTS: Enterprise Zone Boundary Amendment- On April 16, 2018 staff held a Enterprise Zone Boundary Amendment public input session to solicit feedback from businesses and property owners that are located within the zone and that have requested in the last year to be added/ deleted from the zone. Letters were sent to all property owners that are currently in the zone inviting them to attend. This was not an official public hearing for the proposed boundary changes, it was just a session to solicit input. Some properties that were discussed for potential removal were the Federal Mogul site and the housing units owned by the Fred Co Fruit Growers association. Additions that were discussed were the parcels

surrounding Continental AG, the Valley Apple Storage building on Valley Avenue, and NW works property on Shawnee.

SUBJECT: Old and Other Business

HIGHLIGHTS: Modification of Taylor Hotel \$125, 000 Loan- The auditors have recommend that the EDA Board pass a motion of approval to write off the Taylor Hotel note for the \$125,000 loan. When the loan was written off in 2016 there was no formal motion made in open session. The EDA's previous attorney, Michael Bryan, had written a memo to the previous EDA Director, Kimberly Murray, recommending that the EDA Board forgive that note and in return the EDA take ownership of the restaurant equipment from the Taylor.
Upon motion duly made by Mr. Buettner and seconded by Mrs. Bridgeforth the Authority unanimously approved to forgive the \$125,000 Taylor Hotel Note completely.

SUBJECT: Next Meeting

HIGHLIGHTS: The next regular meeting of the Authority is scheduled for May 15, 2018 at 8am 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 Mr. Buettner.

Minutes respectfully submitted by:

Shirley Dodson, Business & Workforce Development Coordinator